

POSITION TITLE: PROJECT MANAGER - Mass Healthy Families Evaluation 2

EMPLOYER: Tufts University - Medford

LOCATION (City, State): Medford, Massachusetts

WEBSITE: [http:// www.tufts.edu/](http://www.tufts.edu/)

JOB DESCRIPTION

This is a grant funded position and is not eligible for severance pay.

The Massachusetts Healthy Families Evaluation-2 (MHFE-2), located in the Eliot-Pearson Department of Child Development and the Department of Urban and Environmental Policy and Planning, is a large statewide, longitudinal evaluation of a home visiting program for young, first-time parents.

The Project Manager will have responsibility for all aspects of the research study's project management and operations. Overall duties include:

- hiring, training, and supervision of team for data entry, coding, and analysis;
- oversight of budget, personnel, planning, and office systems;
- preparation and supervision of major reports, articles, and presentations;
- representing the project as liaison to State and University officials;
- interfacing with and preparing documents for the University IRB office;
- and other project management tasks as required.

Basic Requirements:

- Minimum of two (2) years of related experience
- Master's degree in an applied related discipline (e.g.: Child Development, Public Health, Public Policy, etc.)
- Must be proficient in Microsoft Office (with emphasis on Access), and have working knowledge of SPSS and/or other data analytic software. Must be adept at taking on other management information systems
- Must have at least two (2) years of supervisory experience
- Must have experience managing large-scale evaluation studies, and be adept at linking and working with large datasets from multiple sources
- Good interpersonal skills are extremely important. Must be comfortable working with culturally and economically diverse populations
- Must have excellent communication skills (oral and written), and a demonstrated ability to build rapport with people from a wide diversity of backgrounds
- Strong organizational, supervisory, and problem-solving skills are required

Preferred Qualifications:

The ideal person for this role will have at least two (2) years of experience managing

large scale projects and experience with editing and producing reports for a variety of audiences.

Tufts University is an AA/EO employer and actively seeks candidates from diverse backgrounds.

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