



**School of Nursing, University of Pennsylvania  
Center for Health Disparities Research  
Seeking a Full Time Project Director for a very  
exciting project!**

**Duties:** Provides overall daily management of a multi-site NIH-funded research study of behavioral interventions to reduce HIV risk associated behaviors among 1,182 inner-city African American males, working collaboration with the Principal Investigator and research team at 48 local sites. Plans, develops and implements protocols for the focus groups, all phases of the interventions, data collection and follow-up sessions. Manages all project related staff and related functions to ensure smooth operations; oversees recruitment, enrollment and retention, data collection and data management, site coordination, outreach and intervention facilitation. Hires, orients, trains and performance manages all project staff and study assistants. Manages operational budget and human subject payments. Oversees data and urine collection, quality control and compliance. Prepares reports; drafts articles for publication; prepares data summaries.

**Qualifications:** Master's degree in nursing or health related field with minimum 3-5 years progressively responsible experience required. Strong research background required with prior experience managing a large research project, e.g. NIH study. An in-depth knowledge of research design and the grant proposal process required. Prior Penn research management experience desired. Strong oral and written communication skills essential. (Writing samples required). Prior supervisory experience needed. Excellent interpersonal skills with the ability to interface with all levels in a fast paced environment using sound judgment and organizational savvy. Must have relevant experience and familiarity with working with the African American community, prior community based healthcare intervention experience preferred. The successful candidate will be a self-starter with initiative and a results orientation. Must be a collaborative team player with the ability to work both independently and as part of a research team in partnership with PI. Strong analytical and organizational skills with the ability to multi-task and meet deadlines essential. Strong PC related skills in MS Office. Must own or have access to a car for local travel; a valid drivers license required. Ability to work on Saturdays and some evenings. Position contingent upon funding.

All interested applicants will have to apply for the job online at the University of Pennsylvania's website- [jobs.hr.upenn.edu](http://jobs.hr.upenn.edu). If you have any questions about the position, please contact Dr. Jillian Baker at [jillian@nursing.upenn.edu](mailto:jillian@nursing.upenn.edu).