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# Example of Research Program Manager Job Description

Our company is hiring for a research program manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for research program manager

* Keep the PI’s calendar including appointments and travel arrangements
* Update PI’s biosketch for grant submissions
* Organize seminar series
* Lead Agilent's ACT-UR program
* Lead Agilent's UR effort in selected regions and business units
* Initiate, develop, and execute university programs in support of Agilent objectives, promoting growth in Agilent's academic revenues
* Work with Agilent technical staff and university faculty across Agilent's broad technology portfolio to craft research proposals of high business relevance and academic merit
* Represent Agilent and our university programs to senior university leadership and faculty at top-tier universities
* Promote understanding, application, and adoption of Agilent solutions in academia, growing our academic business
* Build a deep understanding of Agilent's external research needs and the potential of collaborative university research to bring Agilent value from university research to the next level

## Qualifications for research program manager

* Proficient skills in Microsoft Office programs (Word, Excel, PowerPoint and Outlook)
* Basic knowledge of science and scientific terminology
* Ability to effectively communicate verbally with employees
* A demonstrated ability to be a self-starter with the ability to excel in a fast paced and deadline oriented environment
* A Bachelor’s degree in a field related to administration, communications, information management or technology
* At least two years of experience in program coordination or management is required