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# Example of Research Program Manager Job Description

Our innovative and growing company is looking to fill the role of 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

* Acting as a liaison between the PI , the Program Manager and program team at the Harvard T.H
* In collaboration with the GHP core administrative staff, organizing and implementing administrative systems and procedures and performing necessary support duties
* Serving as a principle source of information on study status and deliverables
* Negotiating, setting and managing field based budgets in coordination with the GHP finance team, PI, and community partners
* Developing and designing local training and capacity building in collaboration with community partners
* Drafting, editing and preparing correspondence, reports and other project related materials
* Under minimal direction, coordinating a wide range of research procedures and conducting a variety of complex tasks determined by the field and scope of the study
* Working as part of a team in contributing to the analysis of results under the direction of the project PI and data team, collating, managing and analyzing data during data collection periods (monthly) and providing quality assurance/quality control
* Coordinating and carrying out designated research tasks and projects, making use of selected methodology and materials, desk research, statistical analysis, or other investigative techniques
* Preparing, managing and maintaining study tools and information gathering and developing training on the study tools

## Qualifications for research program manager

* Bachelor Degree in a relevant scientific discipline
* Demonstrated project and organizational skills are required
* Must have superior organizational skills, outstanding oral and written communication skills
* Must have the ability to work independently in a dynamic environment
* A Master’s degree in in a field related to administration, communications, information management or technology is preferred
* At least two years of experience in program coordination or management in an academic research environment