Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-project-advisor>

# Example of Senior Project Advisor Job Description

Our company is looking for a senior project advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior project advisor

* Serves as departmental resource for scientific initiatives and major research projects and identifies funding opportunities
* Communicates the feasibility of study involvement and or participation with the PI
* Independently and as part of a team, develops and implements research programs, including project planning
* Participates in the research and academic activities of the department
* Prepares grant proposals including scientific writing and authors manuscripts for publication and books for publication
* Works closely with principal investigator, is an expert in the area of research specialization
* Represents the interests of the department in inter-and intra-institutional research projects
* Maintains excellent relationships with colleagues, locally, nationally, and internationally
* Superior communication skills for interactions with faculty, administrators, and employees
* Attends national meetings and conferences and identify potential collaborators and research sponsors

## Qualifications for senior project advisor

* General understanding of operations or general background in healthcare and organizational relationships
* 11+ years of experience in public health with at least 6 years of specialized experience in designing, implementing, and providing technical assistance and capacity building in HIV prevention, care and treatment programs directly working with of the key populations - sex workers, men who have sex with men, transgender persons and people who inject drugs (in Africa, Asia, and Latin America and Caribbean preferred)
* Posses a vested interest in the success of assigned projects
* Strong MS Excel, Word, PowerPoint, MS Project skills
* Participates in the research and academic activities of the department and strategic planning
* Participates in philanthropic development of the department to support research efforts