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# Example of Senior Project Advisor Job Description

Our company is looking for a senior project advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior project advisor

* Participates in faculty and/or senior administrative leadership recruitment
* May function as bridge between laboratory, translational, and clinical research programs
* May be responsible for research process improvement, quality assurance, and problem solving for the department
* May develop curriculum and oversee coordination of small and large scientific symposia
* Function as an Administrator of the Center for Neural Science and Medicine
* Assist in recruitment of new faculty, organizing visits and job talks
* Organize, write and submit multi-PI grant applications from the CNSM including a T32 application
* Assist and manage grant submissions (pre and post-award) for members of the CNSM
* Organize the monthly CNSM Seminar Series in Neuroscience and the yearly CNSM Symposium
* Manage web presence and content for the Center in collaboration with EIS

## Qualifications for senior project advisor

* Supervise hiring, onboarding and management of all personnel in the Center
* Support Federal Program Managers who may be located at various locations throughout the Department of Energy (DOE) and National Nuclear Security Administration (NNSA)
* Relevant experience and skills should include strategic planning, management of complex projects, and working with multi-laboratory and interagency teams comprised of senior private and government clients and stakeholders
* Degree in engineering, mathematics, economics, or related field
* 6 or more years of experience relevant to the depth of knowledge in risk assessment needed to deliver projects
* Demonstrated experience of effective technical leadership of teams on multiple or significant risk-related projects and tasks