

Research and Education Manager



Miami, Florida

Job Description

University of Miami's Comprehensive Drug Research Center (CDRC) and Banyan Health seek a Research and Education Manager to direct, manage and coordinate all the research, education and training activities for the unique collaboration between Banyan Health and CDRC. This position will have multiple responsibilities while working with various staff members from both organizations. This position will consolidate and coordinate activities of the research, education, and training collaborative across both organizations to ensure that all activities are most effectively and efficiently executed.

Compensation will be commensurate with education, skills and experience. Preference will be given to those with experience and a desire for a long term research career.

Duties Include

- Collaborating with University of Miami's CDRC and Banyan Health personnel to further the goals of all projects via meetings, workshops, email, web conferencing, newsletters, and internet content as needed.
- Managing all project needs for any Banyan Health research projects, including IRB process, grant writing, report filing, and publications.
- Providing professional-level background research, writing and editing for the development of publications— including but not limited to presentations, posters, journal articles and grants.
- Maintaining an archival system of data and documents, literature reviews, funding opportunities and dates of submission and review
- Provide and summarize literature reviews for current and future initiatives.
- Managing a virtual platform to most effectively and efficiently control, coordinate and organize all data, documents and other material required for successful and continuous conduct of research funded by multiple sources including state, local and federal (specifically NIH and SAMHSA)
- Collaborate with principal investigators to write proposals, grants and resubmissions to ensure timely completion and quality applications
- Learning all University of Miami procedures and policies for all grants (local, state, and federal). Having a good understanding of what each department handles
- Assisting the principals in organizing, writing and editing continuous publications in quality peer reviewed journal is a must
- Assisting in conducting and participating in a publications workshop that will bring together the principal writers several times a year
- Participating as one of the lead authors for a publication every six months in the first two years and three thereafter

- Ability to establish and maintain relationships with all partners/stakeholders in the Miami-Dade community as well as national partners
- Document current research methods and best practices as well as conduct quality control and data verification.
- Assisting in the development and revisions of training manuals
- Managing the training of all research staff such that all necessary certifications are current, and coordinating further training as needed to meet the needs of the research objectives
- Reviewing, purchasing and maintaining all innovative, effective and efficient software and hardware
- Assist interns, residents, other students, and professionals in fulfilling their clinical, educational and other training requirements
- Deliver presentations to represent research to local, national and international conferences.

Education & Experience

Graduate degree in related field and 3 years of experience in research, or an equivalent combination of education and relevant experience.

Knowledge, Skills and Abilities

- Excellent Interpersonal skills
- Proficiency in Microsoft office and database applications, sharing systems such as Dropbox, Google Drive etc.
- Knowledge of research, clinical terminology
- Proficiency in project management and appropriate systems
- Strong communication/interpersonal skills to respond to all phone and emails correspondence in a professional and timely manner

Certifications & Licenses:

CITI certification (or must be met in the first 3 months of hiring)

Working conditions

- May require extended or unusual work hours including weekends based on research requirements and grant deadlines

Work Standards:

- Interpersonal skills: Demonstrates the ability to work well with University of Miami's and Banyan's colleagues and clients as well as working well with additional external organizations.
- Subject to and expected to comply with all applicable University and Banyan Health policies and procedures, including but not limited to all relevant HIPPA standards and both organizations' personnel policies

To Apply:

Email CV to Shika Puri, MPH at sxp322@miami.edu

