The USC Institute of Addiction Science (USC-IAS), USC Health, Emotion, & Addiction Laboratory (USC-HEAL) and USC Epidemiology of Substance Use (USC-EOS) Research Group are co-sponsoring recruitment of a full-time Project Manager. The USC IAS, USC HEAL and USC EOS groups represent a multidisciplinary team including multiple faculty Principal Investigators that conduct human subjects behavioral research at the intersection of substance use, addiction, and health behavior.

**Job Description**

The Project Manager (PM) will work closely with USC IAS, USC-HEAL, and USC-EOS faculty in managing operations of the laboratory’s $1.5 million annual portfolio of funded research projects and team of 10+ staff, students, and volunteers. The PM will provide critical leadership and direction over day-to-day operations, human resources, and budget management strategies. The PM will be instrumental in planning, designing, and developing efficient and precise procedures to optimize data collection as well as overseeing the auditing, tracking, and reporting of study progress. The PM will supervise a team of 4+ full-time staff who each coordinate a funded research project. In this role, the PM will ensure existing staff receive optimal support and professional development and will coordinate recruitment and supervision of future staff. The successful candidate will have experience working in a behavioral research setting, be an exceptional manager, have outstanding organizational and interpersonal skills, be self-motivated, and thrive in a team-oriented collaborative setting that prioritizes productivity and the career development of junior staff and trainees. While formal scientific training is welcomed (e.g., Master's degree), it is not a requirement of the position.

**Responsibilities**

- Plans, organizes and schedules activities to meet objectives. Ensures that activities are well-documented and communicated to personnel.
- Evaluates, recommends and implements procedures for data acquisition, management and quality control. Prepares technical reports on study plans, progress and results of research activities.
- Helps to develop and manage project budgets. Works with grant account specialists in the Department of Preventive Medicine’s central office to solicit financial reports to guide budgetary strategies that consider the collective fiscal activities of all active grants. Directs ongoing purchasing activities including authorizations of one-time major purchases.
- Plans and staffs project operations based on proposed research activities and timelines. Includes negotiation and oversight of subcontracted services as necessary.
- Motivates and monitors the progress of work performed by project staff, including senior personnel.
- Plans, leads, and participates in meetings, discussion groups and other types of events to promote visibility of the research team. Engages in presentations on behalf of the research group.
- Coordinates and/or links project operations with other administrative and research functions on and off campus. Serves as a key resource for project information and resolves problems or questions referred by internal and external sources.
- Establishes and maintains an active network of professional contacts, excelling at cultivating rapport and positive professional relationships with all parties who intersect with the research team.

To apply, please send cover letter, CV, and contact information for 3 references to Kristin Dahlquist (kdahlqui@usc.edu).

*The University of Southern California values diversity and is committed to equal opportunity in employment.*