



Program Manager

Stanford, California, United States

Stanford University is seeking an Academic Program Professional 1 to work under the direction of faculty or other management to implement and administer the vision, strategy, and goals of the assigned academic entity/program(s).

Duties include:

- Oversee and administer research activities by evaluating academic programs, making recommendations that impact policies and programs, and coordinating and implementing changes.
- Collect and analyze data, create reports, review and explain trends to determine program effectiveness; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program.
- Teach and/or assist in the teaching and administration of courses. Create and/or advise in the development of curriculum. Make recommendations for course improvements.
- Write and edit content for proposals, peer-reviewed publications, and other program activities under the general direction of PI. Assist with the development of research grants, (i.e., may suggest new funding opportunities, write portions of grants, and/or summarize data for grant support).
- Represent the program or function as the key contact and subject matter expert within the department, unit or school and develop communications for internal and external constituencies. Organize and/or participate in outreach activities such as events, partnerships, fundraising, training, and conferences. Lead workshops and facilitate meetings.
- Monitor expenses, budgets, and finances of the program. Make recommendations on funding based on program spend.
- May oversee and train student workers.

* - Other duties may also be assigned

The expected pay range for this position is \$68,000 to \$99,000 per annum.

Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location and external market pay for comparable jobs.

At Stanford University, base pay represents only one aspect of the comprehensive rewards package. The Cardinal at Work website (<https://cardinalatwork.stanford.edu/benefits-rewards>) provides detailed

information on Stanford's extensive range of benefits and rewards offered to employees. Specifics about the rewards package for this position may be discussed during the hiring process.

DESIRED QUALIFICATIONS:

Doctorate or Masters in biological or biomedical sciences, broadly defined. Prior experience managing a laboratory group or multi-investigator research programs.

EDUCATION & EXPERIENCE (REQUIRED):

Bachelor's degree and two years of relevant experience or combination of education, training, and relevant experience. Advanced degree may be required for some programs. Program administration and or research experience may be required.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

Demonstrated oral, written, and analytical skills, exhibiting fluency in area of specialization.

Ability to oversee and provide basic direction to staff

CERTIFICATIONS & LICENSES:

For teaching jobs, advanced degree or certification may be required for some programs.

PHYSICAL REQUIREMENTS*:

Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks.

Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds.

Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds.

Ability to use voice to present information/communicate with others.

On-campus mobility.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job. <https://careerssearch.stanford.edu/jobs/program-manager-22621?et=24z3JLXDx>