Employment Opportunity
Center Manager (Manager of Operations)

JOB ID: 42677

POSITION SUMMARY
The Harvey A. Friedman Center for Aging at the Institute for Public Health is a university-wide center that works with internal and external partners. This position works in collaboration with the Friedman Center director to provide leadership and management for all aspects of the Center. This includes working with the director to determine the Center’s agenda and priorities, budget, and initiatives, as well as oversee the daily management of center activities to achieve the mission of the Center and broader Institute.

PRIMARY DUTIES AND RESPONSIBILITIES
1) Strategic Planning and Financial Resources
   - Works with the director and other stakeholders to set the agenda and priorities for the Friedman Center for Aging.
   - Sets center budgets in collaboration with director, determines long-term financial needs, and works with Institute staff to monitor expenses.
   - Identifies potential funding sources and writes proposals for center initiatives.

2) Development of New Initiatives
   - Responds to and initiates opportunities for new programs and initiatives at the university.
   - Supports the development of educational programs, workshops, and seminars relevant to the Center’s mission, including input on content, structure, and implementation.

3) Management and Supervision
   - Manages the implementation of academic and administrative elements of the Center.
   - Hires and supervises center staff and students.
   - Works with Center and Institute team to coordinate annual lectures, seminars, other public events, and regular workgroups and meetings.
   - Ensures integration of Center’s efforts into larger Institute and university missions and identify opportunities for collaboration across centers, departments, and schools.

4) Communication and Partnerships
   - Serves as a liaison for the Center with internal university departments and organizations outside of the university.
   - Represent the Center at internal and external meetings and other functions; maintains positive and effective relationships with partners.
INSTITUTE FOR PUBLIC HEALTH AT WASHINGTON UNIVERSITY
- Works with Institute and Center team to develop communication plans and develop content to effectively communicate with center audiences.

JOB TYPE/SCHEDULE
We are seeking applicants interested in working full-time (37.5 hours per week).

REQUIRED QUALIFICATIONS
- Bachelor's degree in gerontology, social work, public health, psychology, allied health, business, or other relevant discipline.
- Three years of relevant work experience.

PREFERRED QUALIFICATIONS
- Master's degree with five or more years of relevant experience or equivalent training.
- Experience with project management, proposal development, research or evaluation, and marketing or communications.
- Demonstrated ability to work with flexibility, efficiency, and diplomacy both individually and as part of a team.
- Work experience within a university setting.
- Work or volunteer experience with older adults.

BENEFITS
Please visit our website at http://hr.wustl.edu to view a summary of benefits.

DEPARTMENT AND JOB LOCATION
This position is in the Institute for Public Health. The primary work location of the position is on the Medical School Campus in the Taylor Avenue Building. This position requires some travel between campuses and/or work done on the Danforth Campus. Hours worked are primarily during the day with the exception of a few special events that may require some evening commitment.

EOE STATEMENT
Washington University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status.

IF INTERESTED, APPLY AT JOBS.WUSTL.EDU