Manager, Center for Dissemination & Implementation - Institute for Public Health – 48788

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.

Job Type/Schedule
This position is full-time and works approximately 37.5 hours per week.

Department Name/Job Location
This position is in the Institute for Public Health. The position is located at Taylor Avenue Building. This position is for the Medical School Campus.

Essential Functions

POSITION SUMMARY:
The position will develop and manage projects and activities for the Center for Dissemination & Implementation (D&I) of the Institute for Public Health (IPH) working closely with the Center’s Director to conceive of and refine strategic directions for the Center as well as to translate that vision in operations and activities. The position will coordinate all Center projects and initiatives. This position will centrally report to the Associate Director of the Institute for Public Health with functional reporting and regular interaction with the Center for Dissemination and Implementation Director.

PRIMARY DUTIES AND RESPONSIBILITIES:
1. The position will assess and evaluate how to prioritize activities to position the center to advance the science of implementation with a focus on trends and developments in the field regionally, nationally and internationally. The position will develop a detailed plan for executing the objectives of the center and work closely with Center Director to implement. This includes, but is not limited to, strategic planning, developing work timelines, preparing briefs and reports, engaging partners, dissemination, and identifying resource needs for the Center, other university partners, and community stakeholders.

2. The position will work to determine the activities of greatest impact, as well as contribute to development of event content and strategic insights into prioritizing, highlighting and communicating about content. The manager will plan and execute center events and regular meetings of center personnel and internal and external partners. This includes, but is not limited to, planning and preparing materials, agenda development, maintaining detailed notes for center-related meetings and leading meetings with key stakeholders to advance objectives.

3. Identify metrics to measure success using a balanced scorecard approach. Develop and maintain a system to track and monitor progress in achieving metrics based on a vision and mission of the Center which includes objectives for training, methods development, support of faculty seeking D&I growth at WashU and international presence. Maintain regular communication with and between key stakeholders that are critical to achieving success, other personnel and units associated with IPH. Represent center director as needed at meetings and events.

4. Supervise/manage research assistants and perform other duties as assigned.
Required Qualifications
- Master’s degree with three years of professional experience in social work, public health, public policy, or other appropriate discipline or equivalent education/experience.
- Mastery of basic computer software such as Microsoft Word, Excel, and PowerPoint.

Preferred Qualifications
- Master’s degree with at least five years of professional experience.
- Professional experience in program/project coordination, public health research, public presentations, community outreach and engagement is preferred.
- PhD level training is desirable, but not necessary.
- Ability to work in an autonomous manner.
- Excellent organizational and time management skills.
- Ability to manage multiple tasks simultaneously.
- Excellent oral and written communication skills.
- Demonstrated ability to work effectively, collaboratively, diplomatically, and professionally with diverse project teams, institutional and community partners, and varying levels of leadership.
- Experience with developing and using spreadsheets and databases to track a variety of data.
- Proven ability to move from concepts to action for organizing and implementing programs and special events.
- Ability to apply judgement and grow towards making independent decisions aligned with mission and vision of the Center.

Salary Range
The hiring range for this position is $52,942 - $68,815 annually.

Pre-Employment Screening
All external candidates receiving an offer for employment will be required to submit to pre-employment screening for this position. Current employees applying for a new position within the university may be subject to this requirement. The screenings will include a criminal background check and, as applicable for the position, other background checks, drug screen, employment and education or licensure/certification verification, physical examination, certain vaccinations and/or governmental registry checks. All offers are contingent upon successful completion of required screening.

Benefits
This position is eligible for full-time benefits. Please click the following link to view a summary of benefits: https://wustl.box.com/s/8wkhs25yssf0775x9d6nd6vqa7obpth7.

 Applicant Special Instructions
- Cubical location in IPH.
- Ability to travel on - and off - campus locations.