

Research Operations Manager in the Developmental Sciences
Developmental Mechanisms Program, Department of Medical Social Sciences,
Feinberg School of Medicine, Northwestern University

The Developmental Mechanisms (DevMech) Program is looking to hire a **Research Operations Manager** to work across multiple studies directed by developmental/clinical psychologist, Laurie Wakschlag, PhD and developmental cognitive neuroscientist, Elizabeth Norton, PhD. The DevMech program conducts research at the intersection of developmental and clinical science, spanning the prenatal period through early childhood. DevMech's research aims to characterize early developmental patterns marking emergent mental health and other neurodevelopmental risks, as well as prenatal influences on these pathways, and application to prevention. Multiple developmentally sensitive methods are used (including EEG/ERP, MRI, and eye tracking), as well as behavioral and family assessments and assessments of the social ecology, with emphasis on risk and resilience.

Research Operations Manager

The Research Operations Manager will maximize DevMech systems efficiency and accountability, through implementation of operational best practices and creating economies of scale across multiple funded studies. The manager will support the DevMech program as a whole, with strong focus on establishing efficient systems for the national HEALThy Brain & Child Development Study (HBCD) and supporting the ongoing When to Worry Studies. As the HBCD study is part of a national consortium, the manager will be the hub of communications with the HBCD national coordinating centers and ensure that national communications are implemented at the Northwestern site. The manager will have primary responsibility for creating, implementing and/or overseeing program-wide project management systems (e.g., communication, scheduling systems, action items, meeting minutes, etc) and training the team in active use. This individual will develop and refine clear and well-documented administrative procedures/manuals for program operations including staff onboarding, participant payments, and a broad range of operational SOPs. The manager will oversee IRB processes across DevMech studies and act as a liaison to Departmental Research Administration, University Systems, and external collaborating sites. Additionally, this individual will oversee hiring of staff positions within DevMech and be the program's primary liaison to Human Resources.

The ideal candidate will have a high level of initiative, close attention to detail, a proactive approach, and outstanding ability to work well with a broad range of staff and investigators both within and outside of Northwestern. The position requires a bachelor's degree (preferred master's degree in psychology, public health, clinical investigation, or related field), and at least 2 years of project coordination or management experience. Experience with developmental assessments of infants and young children and research involving children and families is ideal.

Setting & Programmatic Focus

This position is an outstanding opportunity for individuals interested in supporting and engaging in research with young children and families and getting an in-depth understanding of state-of-the-art methods for developmental and family assessment. This individual will also participate in career development forums and opportunities of the DevMech Program and interact closely with a diverse group of scientists including scholars in clinical psychology, social work, neuroscience, developmental science, biostatistics and physician-scientists.

To formally apply for this position, please fill out an application through the Northwestern University Career website through the following link.

- Research Operations Manager – [Job ID 43066](#)

Applicants are also requested to send the following documents to Dr. Renee Edwards (renee.edwards@northwestern.edu):

- a cover letter describing qualifications, interest in the position, and career goals

- a resume
- contact information for three references (to be contacted for finalists)

Commitment to diversity, equity, inclusion, and belonging

MSS is strongly committed to diversity and equity is critical to the mission of advancing excellence in academic programs, world-class research, and health programs. As our healthcare and academic institutions serve increasingly diverse constituencies, it is vital to understand the ways in which differences in gender, class, race, ethnicity, religious affiliation, and other identities can both divide us and offer us better ways of thinking and working. Applications are encouraged from diverse applicants and the Department is committed to supporting staff to work in an increasingly diverse society by promoting equity and justice for all individuals, actively working to eliminate barriers and obstacles created by institutional discrimination. Engagement in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, military service, disability, sexual orientation, and gender identity or expression will not be tolerated. MSS has a central objective to advance the health and wellbeing of diverse populations. The importance of respecting and valuing this aspect of diversity permeates interactions and activities with faculty, trainees, and staff. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.