**Program Coordinator**

**Developmental Mechanisms Program**

**Northwestern University, Feinberg School of Medicine**

The Developmental Mechanisms Program (DevMech) in the Department of Medical Social Sciences at Northwestern University is seeking highly qualified applicants for a Program Coordinator position. The DevMech Program, directed by Dr. Laurie Wakschlag, conducts research at the intersection of developmental and clinical science, spanning the prenatal period through early childhood. The Program Coordinator position is a newly created program-wide position designed to provide administrative support to Dr. Laurie Wakschlag (DevMech Director and MSS Vice Chair for Scientific & Faculty Development) as well as to coordinate the academic and operational activities across multiple large-scale federally funded projects in the DevMech program.

The coordinator will work closely with the DevMech team to maintain, implement and oversee efficient systems to administer, track and monitor, and improve program functioning and externally facing materials (e.g. website). They will be responsible for meeting coordination, minutes and tracking of follow-up and action items. This individual will oversee hiring and onboarding of DevMech staff positions and work closely with the DevMech business manager. They will be the program’s primary liaison to the Department (MSS) and University systems (e.g., HR). The coordinator will also provide academic support including manuscript and grant preparation, and presentation preparation. They will report to the program’s faculty Assistant Director for Scientific Operations and Engagement, Renee Edwards, PhD.

Key responsibilities include:

**Administrative support to Dr. Wakschlag, including scheduling and a range of day-to-day administrative tasks.**

**Contribute to the implementation and management of program-wide communication and scheduling systems**: develop well-organized and efficient systems of communication (e.g. slack), meeting documentation, file organization (e.g. sharepoint) and progress tracking; train team in use of systems.

**Develop and ensure ongoing updating of program-wide operational procedures:** collaborate with DevMech leadership to develop program-wide administrative procedures and manuals for program operations including staff onboarding, participant payments, and operational SOPs.

**Meeting coordination:** schedule weekly and monthly meetings; orchestrate and monitor meeting follow-up, including action items, meeting summaries, progress monitoring etc.

**Administrative support for academic products:** ensure timely and accurate manuscript and presentation submissions and revisions; use Endnote bibliographic program, engage with journal submission portals and finalization of manuscripts pre-submission (e.g., proof reading, creating appealing figures; CV updating; support for reference letters for student applications.

**Grant submission support:** collaborate with research administration on tracking and collating specialized grant documents; work with scientists to support scientific documents and research biosketches; assist with administrative core documents; Endnote troubleshooting and reference/citation correction; format final documents, proofread and other editing.

This position is an ideal opportunity for individuals interested in learning more about real-world research with children and families and developmental team science. The coordinator will have exposure to a broad range of career pathways represented by the diverse study team of more than three dozen scientists, research staff, and students. Multiple faculty and lines of early childhood research are represented in DevMech, including developmental cognitive neuroscience (Elizabeth Norton and Alex Dufford); families, early life adversity and resilience, and developmental (Renee Edwards and Leigha MacNeill); and applied developmental modeling (Yudong Zhang). Depending on interests and skillsets, there will be opportunities for the exceptional individual to engage in and learn about research activities.

Qualifications

A bachelor’s degree is required; master’s degree preferred. A background in child development, early childhood, social work, or public health is preferred. The ideal candidate will have several years of program/project administration experience, and strong knowledge of word processing, spreadsheet, email, database software programs, and social media platforms. Endnote proficiency is strongly preferred. The individual must be energetic, well-organized with a high level of initiative, very attentive to detail, proactive, and have an outstanding ability to work well with a diverse set of staff and researchers. The candidate must communicate effectively; write precise, well-organized emails, letters and proposals; plan, organize, and schedule in an efficient, productive manner and anticipate contingencies.

Successful candidates can anticipate a competitive base salary commensurate with experience and excellent benefits.

**Interested individuals should send a cover letter and resume or curriculum vitae to Dr. Renee Edwards (**[**renee.edwards@northwestern.edu**](mailto:renee.edwards@northwestern.edu)**) and apply here:**

[**Program Coordinator 46702**](https://careers.northwestern.edu/psp/hr857prd_er/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=46702&PostingSeq=1)

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.