

Project Manager for Bass Connections Team

Job Description

Position Summary

This position will provide project management support and thought leadership for the Bass Connections project team, [Scholar Academy for Latinxs United for Diversity \(SALUD\)](#).

This team, which includes faculty, graduate, and undergraduate students working together, will use surveys and pre-existing data to design curriculum and evaluate program outcomes.

The project manager will report to the faculty project leader.

Work Performed

The project manager will help organize the team and keep the team moving forward by:

- Working with the team to set milestones and a timeline for the project
- Tracking progress towards milestones
- Scheduling meetings with undergraduate student participants
- Capturing important notes from meetings and communicating with the team between meetings to ensure progress
- Training students in relevant project management and research methodologies
- Meeting weekly with the project leaders to discuss team progress and next steps and tracking the progress of each sub-team towards expected deliverables
- Identifying problems and proposing potential solutions in the research and operations processes
- Facilitating the engagement of students
- Capturing project outcomes and overseeing the consolidation and presentation of data using relevant technology

Qualifications

- The ideal candidate will have a research background, in particular in community-based methodologies and/or public health
- Background in statistics is recommended but not required
- Interest in education, teaching or experience working with youth
- Familiarity with curriculum design
- Interest in health equity
- Excellent team player
- Ability to listen and communicate respectfully and integrate diverse view points
- 8-10 hours per week (may vary according to project needs)

Work Schedule and Compensation

We are seeking a student who can work between 8-10 hours a week. This is a temporary, hourly position that will be available from September to May. Hourly compensation will be \$20 per hour (including prep work).

Application

To apply, please send an email with a statement of interest to Scarlet Soriano, Carmella Verrastro and Natalie Sanchez Farez at Carmella.verrastro@duke.edu, scarlet.soriano@duke.edu, and natalie.sanchezfarez@duke.edu