

JOB ANNOUNCEMENT

Project Manager – Multi-Center Toxicology Research Consortium

The American College of Medical Toxicology (ACMT) seeks to hire a Full-time Project Manager to support the organization's Toxicology Investigators Consortium (ToxIC) grant projects. ToxIC is a 42 site multicenter toxicological research consortium that is developing a national database of poisonings seen by medical toxicologists and developing a grant supported research program. Working closely with the grant's principle investigators (PI), the Project Manager will oversee two of ACMT's Federally funded ToxIC projects as well as provide coordination for the multi-center research consortium. The primary responsibilities of this position are divided into specific competencies and include:

Project Management/Coordination

- Manage project timelines to ensure all deliverables are of the highest standard;
- Manage or assist with budget preparation and tracking;
- Serve as point of contact for all site questions;
- Coordinate with multicenter sites;
- Coordinate project meetings; develop minutes and project summaries from meetings;
- Write and edit required project reports under the direction of the ToxIC Principle Investigators;
- Provide updates (either in writing or verbal) to federal funding agencies; and,
- Assist grant PI with any project related tasks.

Data Analysis

- Working with ToxIC sites to ensure data is entered into ToxIC database correctly;
- Organize and analyze ToxIC data entered into database; this could include summarizing results into tables, charts, and graphs; and,
- QA/QC data prior to analysis or report submission.

This position provides a challenging and rewarding opportunity for a talented individual to gain project management experience working on federally funded grants. The ideal candidate will possess the following characteristics:

- Demonstrated project management experience;
- Previous experience working with federal agencies;
- Attention to detail and highly motivated;
- Clinical research experience a plus;

- A demonstrated ability to meet deadlines, manage competing priorities, and work both independently and as part of a team;
- Exceptional writing skills with the ability to digest complex concepts and distill them into clear, easily understandable documents;
- Superior knowledge of Excel and database management;
- Possess excellent communication skills and a willingness to work with multiple site investigators;
- An interest in public health, toxicology, and/or clinical science; and,
- Minimum of a bachelor's degree in a scientific field (preferably toxicology or biology) required; graduate degree preferred.

Although ACMT is based in Phoenix, this position can work remotely. Additional information on ACMT and ToxiC is available at www.acmt.net.

To apply:

Please email a cover letter, resume and writing sample to:

Paul M. Wax, MD
Executive Director
American College of Medical Toxicology
10645 N. Tatum Blvd. Suite 200-111
Phoenix, AZ 85028
acmtjobs.toxic@gmail.com

Resumes will be accepted until the position is filled.

The American College of Medical Toxicology is an equal opportunity employer.