



JANUARY 7, 2019

Project Manager, Research Programs and Evaluation

Overview

Are you highly organized, self-motivated, and passionate about research, health care, and education? The Physician Assistant Education Association (PAEA) is committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs.

Currently, the Association is seeking a Project Manager, Research Programs & Evaluation, who will facilitate a broad portfolio of activities including our research development programs for PA faculty, research grants, and data collection efforts for our program, faculty, and student surveys. This is a full-time position that is based at the PAEA national office in Washington, D.C. Our benefits include employer contributions to your 403(b), excellent health insurance, and flexible work hours.

Responsibilities

In coordination with the research team and other stakeholders, the Research Project Manager will:

- Ensure that our research-related grants, programs, fellowships, and data collection initiatives are completed on-scope, on-schedule, and at a high standard of quality
- Professionally communicate with and coordinate staff, volunteer researchers, and other stakeholders to provide a number of services to the PAEA research community
- In collaboration with team members and volunteer leaders, develop and refine comprehensive project timelines; define tasks, resources, and deliverables for implementation; delegate task responsibilities; establish processes for project management and outcomes tracking; and maintain accountability for smooth workflow and quality results
- Develop and analyze quantitative and qualitative evaluations for various PAEA events and initiatives
- Continuously monitor project progress, measure outcomes, lead after-action reviews, and identify opportunities for quality improvement
- Support other research programs and team members, as needed



Qualifications (Required):

- Excellent organizational skills, attention to detail, dependability, and commitment to excellence
- Proven ability to manage multiple tasks, stakeholders, and projects, even in the face of obstacles
- Ability to work independently and as a team member, take initiative, meet deadlines, communicate professionally, and be flexible
- Experience directing and supporting the work of a diverse collection of project contributors
- Ability to confidently handle concurrent, diverse projects and prioritize work effectively
- Experience with basic analysis and interpretation of quantitative data, experience analyzing survey and evaluation data preferred
- Strong commitment to diversity and PAEA's vision of "Health for All"

Qualifications (Preferred):

- Understand the principles and requirements of social science and/or educational research
- Familiarity with Qualtrics or similar survey platforms
- Experience conducting qualitative research and evaluations
- PMP Certification is attractive, though anyone with demonstrated project management experience and superior organizational skills is strongly encouraged to apply
- Experience with health professions, public health, improving access to healthcare

To Apply

[Please apply through ZipRecruiter.](#)