

## **Program Manager, Department of Psychology and Neuroscience, Boston College**

The Impact of Social Norms on Virtue grant team is seeking a Program Manager. The project is funded by the John Templeton Foundation. The ongoing research investigates social signaling processes and social norm perceptions to promote virtue, and relies heavily on interactions with partners in the field.

The Program Manager is responsible for coordinating field research conducted by an interdisciplinary team of academics (primarily at Boston College, but including collaborators at other institutions) and various partners in government, non-profit, and for-profit organizations. Primary responsibilities include:

- **Logistics and Operations Coordination**: Ensures timely coordination of activities among a team of research personnel including: workflows and deliverables, exchange of information, and maintenance of good working relationships between researchers and field partners. Assigns and manages work to 1-2 undergraduate or master's students.
- **Administrative Oversight**: Ensures efficient preparation, integrity, submission, and storage of all necessary paperwork, including: NDAs, IRB applications, experimental materials, financial statements, reports for periodic funding agency reviews.
- **Managing External Relations and Resource Management**: Builds and stewards critical relationships with field partners; manages media relationships for dissemination of research findings; effective selection and appraisal of contractors (e.g. graphic designers, web programmers, etc.)

This position requires a Bachelor's degree (in any field) and a Master's degree in Psychology or related field is preferred (including: Economics, Social Work, Public Health, Social Work, Human Development, or Education). Candidates should have 2-4 years of program or project manager experience (or equivalent), especially in conducting research with organizations outside of academia.

Candidates must have exceptional organizational and communication skills, including meticulous attention to detail and ability to demonstrate professional, culturally sensitive, and customer service-oriented attitude. Experience using collaborative productivity platforms (e.g., Asana), professional networking platforms (e.g., LinkedIn), and gig work platforms (e.g., Odesk) is strongly encouraged.

Experience with financial grant reporting, Institutional Review Board applications, and interfacing with media (especially managing social media presence) is preferred. Basic experience with photo editing software (e.g. photoshop), print layout software (e.g. adobe illustrator), and website maintenance is a plus.

Women, LGBTQ and under-represented minority applicants are encouraged to apply. Boston College is An Equal Opportunity/Affirmative Action Employer. In addition to comprehensive health and dental insurance plans, Boston College offers many other benefits, including various types of insurance coverage, tuition remission opportunities, a 401(k) plan match, and a significant number of paid holidays and vacation days.

Interested applicants should submit a CV and cover letter to Gordon Kraft-Todd ([krafttod@bc.edu](mailto:krafttod@bc.edu)) and copy Lizy Szanton ([szanton@bc.edu](mailto:szanton@bc.edu)). Review of applications will start immediately and proceed until the position is filled.