Project Manager II

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Project Manager II

Job No: 538238
Work Type: Full Time
Location: Main Campus (Gainesville, FL)
Categories: Health Care Administration/Support
Department: 29051308 - MD-MED QUANTITATIVE HEALTH

Job Description

Classification Title:

Project Manager II

Classification Minimum Requirements:

Master's degree in in an appropriate area; or a bachelor's degree and two years of relevant experience; or an equivalent combination of education and experience.

Job Description:

Collaborates with PI to define research aims and tasks for proposed studies and establishes clearly scoped plan of work, including timelines, deliverables, and resources needed to complete sponsor requirements as outlined in NOA and/or solicitation. Reviews all ongoing and proposed projects in the lab to create and maintain a master project plan, due dates and milestone tasks. Supports the PI by preparing RPPR reports, PowerPoint presentations for sponsor meetings, and completing aims and task deliverable sections of PI proposals. Ensure all project reports are completed ahead of the NIH deadline, working independently of the PI to coordinate with relevant stakeholders, students and trainees. Partners with the Clinical Coordinator to draft and maintain all DUAs, BAAs, RFPs, and IRB submissions. Oversee the implementation of guidelines, policies, and procedures in all the above areas of the lab in addition to the development and maintenance of SOPs for the project and project deliverables.

Implement internal controls and working with Team Leads as needed to ensure that best practices are being followed. Works with external stakeholders on assigned business matters and is responsible for the coordination of special studies or projects. Manage and organize an annual conference which includes recruiting speakers, assisting with topic selection, reviewing and finalizing presentations, hosting, and overall successful execution of the conference. Responsible for attending all relevant monthly and weekly meetings with external stakeholders and bi-weekly internal meetings. For all meetings, works with the administrative lead to creating agendas and takes minutes, in addition to updating and reviewing action items, pending approvals, and upcoming deliverables. Work as a shadow of the PI to ensure all the sub-contracts/ awardees / co-investigators internal and external to UF are in alignment with project goals, meeting deliverables, using appropriate time-efforts, and brief the PI in a time-efficient manner strategic directions to maximize project outcomes. Ensure equity in place inside the lab, maintain strict policy, and establish strict policy in accordance with hr for establishing maximal professionalism within and outside the lab. Optimize professional communications in internal and external team meetings as well as with stakeholders, while establishing team charters and team operational plan and adapting the relevant details according to specific dynamics in a highly multi-disciplinary and team science-oriented set-up. Manage very large OT2 awards with multiple teams involved across the nation, while ensuring sub-group deliverables are in place and ensuring synergy among sub-groups, all with different goals but converging toward a central delivery key. Take key initiatives to identify new project directions, including working with NIH personnel, key stakeholders and help the PI in preparing research grants and meeting deadlines, while ensuring current projects are moving steadily with sustainability. Work with the PI and key team members, identify new talents, to ensure staffing needs are met, new hires are made on time, while ensuring technical knowledge of the new hires are appropriate to project needs and the new staffs met UF hiring standard of equity.

Supervise trainees in the lab at all levels, admin assistant, research coordinator, and clinical research coordinator. Monitor performances, recommend the PI in adaptively changing guiding practices. Identify employees needing more assistance, or employees who would be progressing to next step, and create goal specific milestones and timelines for success. Travel to conferences as well as national and international meetings with team members, ensure knowledge is gained optimally, as well as team members are able to network with key collaborators to optimize knowledge base.
10%- Creates PowerPoint and Google Slides presentations, submitting manuscripts, and creating scientific posters on behalf of the faculty, staff, post-docs, and students, while adhering to the Lab "brand." Uploads coursework and files to Canvas and sends announcements to students through Canvas. Edits lab website as needed and posts messages through social media, such as Linked In and Twitter, under the direction of the PI.

Other duties, as assigned.

Expected Salary:

$70,000 - $85,000/annually

Required Qualifications:

Master's degree in in an appropriate area; or a bachelor's degree and two years of relevant experience; or an equivalent combination of education and experience.

Preferred:

- Degree in bio-science related field.
- Knowledge of appropriate state of Florida/College of Medicine/University of Florida/Health Science Center rules and regulations.
- Experience working as a Project Manager to a senior management level position, preferably in an academic office.
- Knowledge in cell biology and immunohistochemistry with exposure to medical AI, biomedical microscopy imaging, and molecular omics
- Knowledge of Microsoft Office, Google suite of products, Dropbox, and PeopleSoft software helpful.
- Excellent customer service and communication skills.
- Self-motivated.
- Effectively communicate with a diverse group of people.
- Managing multiple priorities.
- Ability to exercise and maintain confidential or sensitive information.
- Ability to plan, prioritize, and organize multiple tasks.
- Excellent computer skills, and experience with Microsoft Office.
- General working knowledge of People Soft
- Ability to perform mathematical calculations

Special Instructions to Applicants:

In order to be considered, you must upload your cover letter and resume.

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

Health Assessment Required:
No

Applications Close: 04 January 2026

To apply, visit https://explore.jobs.ufl.edu/en-us/job/538238

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