



University  
of Windsor

**Trial Project Manager**  
**IDEA<sup>3</sup> Randomized Controlled Trial in Psychology**

**Position Description:**

Researchers in the Psychology Department at the University of Windsor and Department of Health Behavior and Biological Sciences at the University of Michigan are seeking a Trial Project Manager to oversee and manage the research activities and resources across 4 sites (2 in United States, 2 in Canada) for a randomized controlled trial (RCT) of the effectiveness of an internet facilitated adaptation of an effective [sexual assault resistance education program](#) for women in the first two years of university. The Research Associate is paid through a 5-year Canadian Institutes of Health Research grant awarded to Drs. Charlene Senn and Sarah Peitzmeier (2022-2027). Research participant recruitment into the RCT began in October 2023 and runs until April 2025. The ideal candidate will hold this position until September 2027 (in renewable 1-year appointments). The successful candidate will report to Dr. Charlene Senn, Professor, Canada Research Chair (Tier I), Department of Psychology and Women's and Gender Studies and will be located in (or will relocate to) Windsor, Ontario.

As we embark on the next phase of our CIHR project, we are actively seeking a qualified and dynamic Trial Project Manager to join our team. The **anticipated start date for this position is March 2024**. To ensure a smooth transition and ample time for knowledge transfer, we encourage interested candidates to submit their applications early. Our review process will commence immediately, and we may consider hiring the right candidate before the official closing date if they align perfectly with our project needs. Considering the intricate nature of the ongoing RCT and the steep learning curve associated with it, we are seeking a seamless transition with considerable overlap between the incoming candidate and incumbent. If you are passionate about contributing to groundbreaking research, have the requisite skills, and are available to start in March 2024, we encourage you to apply at your earliest convenience. Your early application will ensure thorough consideration and enhance the possibility of joining our team. Thank you for your interest in being a part of our impactful project.

**Essential Qualifications:**

- Advanced degree (PhD or Masters) in social science or health science discipline
- Minimum five years progressive experience in a research environment with sufficient background or experience in the logic and critical features of randomized controlled trials / experimental design
- Demonstrated project management skills for large and/or complex multi-site projects
- Experience training and supervising research staff
- Research ethics application experience
- Project budget management experience
- Quantitative data management and analysis skills
- Proficient in SPSS and MS Office applications
- Excellent written and communication skills
- Excellent interpersonal skills with ability to communicate effectively and professionally with research team members, university staff and administrators, participants, and others
- Ability to work independently, to set and schedule priorities, to anticipate and meet deadlines, and to perform and cope well with multiple responsibilities, tasks, and priorities

**Preferred Qualifications:**

- 5 – 10 years of project management experience
- Experience with REDCap
- Research grant budget experience
- Research publication and academic presentation history
- Background and/or experience with issues related to violence against women / gender-based violence

**Application Deadline:** January 30, 2024

**Salary:** \$65,000 - 80,000/year + benefits commensurate with education and experience

**Application Process:**

Apply to Dr. Charlene Senn ([csenn@uwindsor.ca](mailto:csenn@uwindsor.ca)) via email with the subject "Trial Project Manager Application." The full application will include a single PDF file consisting of:

- A cover letter
- Curriculum Vitae
- Contact information for three professional references (only short-listed candidates need to provide referee letters)
- Two sample publications (if applicable)