



## Job Description

Title in English:	Research Project Manager	Title in Chinese:	研究项目经理
Department:	Office of Research		
Reports to: (Title of Supervisor)	Chief Scientist		
Reports to: (Name of Supervisor)	Zhong-Lin Lu		

### Position Summary

The Chief Scientist is recruiting a Research Project Manager for “Growing up in China: Cohort 2021 Study” at NYU Shanghai. This is a 2-year renewable appointment. Specifically, the successful applicant will work with the Chief Scientist in coordination with a group of faculty from multiple disciplines to design and implement the project and conduct a pilot study. The cross-disciplinary project aims to uncover sociological, psychological, neural, and epigenetic processes of the intergenerational transmission and accumulation of advantages and disadvantages in the Chinese context, with important implications for public policies to boost birth rate, alleviate poverty, reduce educational disparity, and promote long-term social mobility. It will follow newborn children through first grade to collect comprehensive data on early child development outcomes in physical, neural, cognitive, social and emotional development domains within multiple social contexts in which children grow up, including parental and non-parental care, kindergarteners/schools, community, and state policies.

The main responsibilities include:

1. Develop and manage a detailed project schedule and work plan, monitor progress and make adjustments as needed, provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress, and measure project performance to identify areas for improvement (20%)

2. Work with the faculty group on questionnaire and survey instrument design, and work with a technology team to Implement the instrument (35%).
3. Coordinate IRB protocols: writing, submission, maintenance and compliance. Apply and obtain IRB approval for the study (15%)
4. Serve as a liaison for research partners, government offices, and other stakeholders, assist with grant submission: explore funding opportunities, assist in submission, manage deadlines. (20%)
5. Conduct a pilot study using the instrument (10%)

### **Qualifications**

Successful candidates will have basic knowledge of social science and demonstrate strong organizational and project management skills. Must have the ability to work and communicate with diverse internal and external stakeholders in individual and group settings. Must have excellent written and verbal communication skills.

### **Required Education**

The successful applicant should have a master's degree in social science (education, psychology, sociology) or a related field. Ph.D. degree will be a plus.

### **Required Experience**

At least 2 years of project management experience, with fieldwork supervision experience preferred.

### **Required Knowledge, Skills, and Abilities**

A good command of written and spoken English and Chinese.

Excellent planning, organizational, and communication skills.

Highly motivated and goal oriented.

Training in quantitative methods will be a plus.

### **APPLICATION INSTRUCTIONS**

To apply, applicants should email their CV and Cover Letter to [shanghai.research@nyu.edu](mailto:shanghai.research@nyu.edu).