

Erin Lutz
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Project Manager – Heart Institute

Purpose of Position:

To provide project management and leadership support for clinical research projects within the Heart Institute Research Core (HIRC). To oversee the successful planning, implementation, control and delivery of clinical research projects intended to lead to important scientific discovery and promote development of new pediatric therapies.

Education/Work Experience:

Required:

- Bachelor's Degree.
- Minimum of five years of project management experience

Preferred:

- Masters Degree
- Project Management Professional (PMP) Certification
- Experience managing clinical research projects

Major Duties and Responsibilities:

- 1) Identify key resources, establish project organization structure and manage project team by providing the direction required for meeting the project objectives/deliverables. Assure that all team members understand their roles and responsibilities. Establish and publish clear priorities among project activities. Manage day-to-day project activities.
- 2) Lead the development and improvement of research and project management to enable HIRC to grow effectively including:
 - a) Integration Management (Project Planning, execution, monitoring and control)
 - b) Scope Management (e.g., Initiation, scope loaning definition verification and change control)
 - c) Cost/Time Management (e.g., Resource planning, estimating budgeting, scheduling, and control)
 - d) Communication Management (e.g., Communication planning and distribution, performance reporting, project closure).
 - e) Research and Quality Management (e.g., Quality planning, assurance and control, issue identification, tracking and resolution).
 - f) Risk Management (e.g., Risk planning, identification, analysis, response planning, monitoring and control, recovery).

Job Location: Cincinnati, OH

Salary Range: \$43,659.20 - \$72,779.20

Contact Information:

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