



## JOB ANNOUNCEMENT

**Job Title:** Project Manager, i4Health  
**Department:** Ph.D.  
**Reports to:** Director, i4Health

The International Institute for Internet Interventions for Health (*i4Health*) at Palo Alto University seeks a Project Manager who will be responsible for day-to-day operational activities, including the planning and execution of projects and research studies in the field of technology and psychology. i4Health's mission is to develop, evaluate, and disseminate self-help automated internet interventions and other digital tools to provide psychological health behavior change strategies for people worldwide.

### RESPONSIBILITIES

#### Research Program and Digital Consultation Center

- Oversee i4Health projects, and ensure implementation of decisions related to projects and research studies
- Lead the development of digital projects of the i4health and Digital Consultation Center, and provide relevant training, support, and guidance to PAU faculty and students
- Monitor progress of i4Health research studies, and organize and maintain study databases
- Assist with research activities (grant preparation and reporting, IRB, statistical analysis, data summaries)

#### Strategy and Development

- Serve as the point person for i4Health
- Establish and develop relationships with internal and external faculty, consultants, and project officers from granting agencies
- Evaluate strategic impact of long-range plans, opportunities being considered, and new projects.

#### Administration

- Supervise paid and volunteer research assistants
- Maintain i4Health records
- Other duties as assigned.

### ESSENTIAL QUALIFICATIONS

- Strong interest in application of digital technology to improve mental and physical health
- Facility with digital technology, with some knowledge of web design
- BA/BS degree with a major in psychology and/or computer science or a related field
- Outstanding planning and organization skills, including demonstrated ability to work on multiple projects with competing deadlines
- Demonstrated ability to work independently with minimal supervision and exercise discretion, making sound decisions when evaluating complex situations
- Outstanding reliability, including attendance, attention to detail, and ability to meet strict deadlines

### PREFERRED QUALIFICATIONS

- Master's or Doctoral Degree with a strong research focus on psychology or a similar behavioral health field
- Excellent speaking, reading, and writing abilities in both Spanish and English
- Outstanding communication skills, including ability to explain complex tasks and instruct others, and to interact effectively with a diverse group of colleagues, including senior investigators, administration, and students
- Experience creating complex surveys using online survey systems such as Qualtrics
- Extensive research experience in an academic research unit

- Experience relevant to recruitment into research studies, including social media campaigns, advertising, and community outreach
- Experience in data management, cleaning, and analysis using SPSS or similar statistical software
- Willing and able to travel to various locations in San Francisco and the Palo Alto area.

## **HOW TO APPLY:**

- Submit cover letter and resume to Ricardo F. Muñoz, Ph.D. via email to [i4health@paloalto.edu](mailto:i4health@paloalto.edu) with “Project Manager Application” in the subject line
- Include contact information for 3 references, with emails and phone numbers, and the nature and duration of the professional relationship with referee
- If applicable, send a link to any website or app created by applicant.