

CMS Services Manager Tufts University

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Downloaded On: Dec. 21, 2024 4:37am

Posted Apr. 30, 2024, set to expire Dec. 31, 2024

Job Title	CMS Services Manager
Department	Comparative Medicine Services
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/20440?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts [Comparative Medicine Services](#) (Tufts CMS) in the Office of the Vice Provost for Research provides facilities, services, and information to facilitate effective research using laboratory animals at Tufts University and Tufts Medical Center in Boston and Tufts University in Medford. Tufts CMS is also obligated to ensure that animal care procedures and animal experimentation comply with federal, state, and local regulations. The management and operation of the animal care activities of all sites are integral to the animal care and use program. All centralized facilities are located within a 2-block radius, either in Boston or Medford and house in excess of 40,000 animals daily.

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What You'll Do

The CMS Services Manager, works under the supervision of the Senior Staff Veterinarian, and has a primary role in the CMS business operations, supporting technical operations and client relationships. Responsibilities include:

Coordination

- Collaborates with internal groups to assure resources have been identified and are available
- Works with internal and external groups to manage deadlines and client needs
- Advocates for client interests and monitor projects for change in scope and budget in excess of \$4 million
- Supports visits and audits from external parties
- Oversees the complex scheduling process and maintain an accurate calendar of key activities for program

Project Lifecycle

- Establishes and maintains partnerships with new and renewing investigators
- Oversees and manages contract and Master Service Agreement negotiations
- Implements timely interventions or process changes to meet department goals
- Manages timelines and deliverables of internal and external projects
- Ensures quality and completion of project deliverables

Administration

- Assists in regulatory compliance inspections, audits, and investigations
- Communicates critical information and maintain process checklists
- Maintains process tracking records
- Aggregates data and provides analysis on internal workflows
- Establishes, maintains, and improves processes specific Key Performance Indicators

Process Improvement

- Identifies areas for improvement in current processes
- Supports the Director and investigators in after-action reviews and addresses client concerns
- Participates in identified process improvements



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What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through the completion of a bachelor's degree and six or more years of work experience in Research and Development (R&D) or AcademicResearch
- Strong attention to details, deadlines, and business guidelines

Preferred Qualifications:

- Experience in developing tracking systems for internal processes
- Master's degree or four years of project management experience
- Professional certification such as PMP or PRINCE2
- Excellent written and verbal communication skills
- Participation in professional organizations

Pay Range

Minimum \$76,900.00, Midpoint \$96,150.00, Maximum \$115,400.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact