

Winston Innovation Lab - Project Manager Job Description

The Winston Prep Innovation Lab (www.winstonprep.edu/winston-innovation-lab) is seeking to hire a remote, 60% (3 days/week) Project Manager to develop, oversee and co-lead a research project: *Understanding and Using Psychoeducational Test Findings: Supporting Effective and Ethical Practice*.

The purpose of the project is to:

1. Examine and update assumptions regarding what parents and children understand and retain from psychoeducational evaluation feedback, including how findings and diagnoses are communicated to children and their parents.
2. Document how clinicians are trained to provide psychoeducational evaluation feedback to parents and children, including whether and how graduate training influences current feedback practices and communication with children.
3. Identify strategies and recommendations for best policy and practice

The Project Manager will join an ongoing research project and assume responsibility for the current funding period, including completing quantitative and qualitative data analyses, preparing reports for funder updates, informal content (e.g., brief papers for professional organizations, etc.), and academic manuscripts, and submitting findings to conferences. The Project Manager will also help develop a follow-up grant proposal to secure the next phase of funding, which will support continued work on how diagnosticians convey findings to parents and children.

This Project Manager position is ideal for someone seeking opportunities for (co)authorship on papers and for presentations at professional conferences. The position offers opportunities for national leadership in research, policy, and practice related to outcomes for K-12 students with learning disabilities and their parents. The Project Manager will report directly to the Director of Research at Winston Prep's Innovation Lab and will have ongoing access to project consultants and members of the Project Advisory Committee.

Project Manager Duties & Responsibilities

The Project Manager will carry out several tasks including:

- Complete qualitative and quantitative analyses for the study's initial phases and prepare findings for dissemination through:
 - o Websites focused on learning disabilities (e.g., Understood.org).
 - o National and international conferences (e.g., the National Association of School Psychologists and the American Educational Research Association).
 - o Academic journals (e.g., *School Psychology Review* and *Journal of Clinical Child & Adolescent Psychology*).

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- Take a leadership role to develop several literature reviews
- Develop future funding proposals with the research team
- Review manuscripts for APA formatting and checking references/citations
- Take a leadership role in maintaining IRB approval
- Conduct other research-related tasks as assigned

Project Manager Requirements & Skills

Highly qualified candidates for the Project Manager position will have conducted research as part of a doctoral-level study in the fields of psychology, education, and/or social sciences. Candidates who have completed all doctoral coursework and requirements except the dissertation (ABD), particularly those with expertise in advanced research methods and statistics, are strongly encouraged to apply.

In addition, the Project Manager should have the following knowledge/skills:

- Attention to detail and proven ability to adhere to project timelines
- Ability to work independently and as part of a team
- Proficiency in the use of Microsoft Word/Google Docs and Excel/Google Sheets
- Adept at using statistical software (e.g., R, SPSS)
- Ability to develop grant proposals
- Ability to communicate research findings clearly and effectively for both lay audiences, such as parents, and academic audiences, such as researchers.
- Adept at using Qualtrics or similar platforms
- Critical thinking and problem solving skills
- Demonstrated ability to manage and submit IRB modifications, continuing reviews, and related compliance materials.
- Ability to apply APA format accurately and independently

We expect this position to begin in late July or early August, 2026

Salary range - \$40,000 - \$45,000

Benefits and Other Compensation Offered:

- Health Insurance
- Health Savings Accounts (HSA)
- Flexible Savings Accounts (FSA)
- Paid Time Off (Sick leave)
- Retirement Plan with employer match after 2 years of employment
- \$700 annual employer health care contribution every January following 1 year of service

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- Pre-tax commuter benefits

Please note: Applications will only be accepted from candidates who reside in the following states:

- New York
- New Jersey
- Connecticut
- Pennsylvania
- California
- Montana
- North Carolina
- Ohio
- Rhode Island
- Texas
- Virginia

Applicants should submit a letter of interest and CV/resume to Amber DeBono, Ph.D., at wilemployment@winstonprep.edu