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| <b>Job Title</b>      | Administrative Coordinator     |
| <b>PVN ID</b>         | CC-2208-005021                 |
| <b>Category</b>       | Administrative Services        |
| <b>Location</b>       | The CITY COLLEGE of NEW YORK   |
| <b>Department</b>     | Biology                        |
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$40,000.00 - \$50,000.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Sep 19, 2022 (Or Until Filled) |

## General Description

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In June 2002, The City College of New York (CCNY) and Memorial Sloan Kettering Cancer Center (MSK) established a Partnership based on mutual cancer research and training objectives. The Partnership is funded by the National Cancer Institute (NCI). The primary goals of the partnership are to:

- Encourage and support basic and applied cancer research initiated by CCNY investigators.
- Encourage and support research on health disparities and cancer burden in minority populations initiated by MSK investigators.
- Implement joint education and training opportunities to attract minority students at all levels in their careers in cancer research, and to support their career development.

Use the combined resources of the institutions to develop and evaluate innovative health outreach initiatives to reduce the impact of cancer in medically underserved communities.

DISRUPT addresses the lack of diversity in cancer clinical trials including the underrepresentation of Black, Indigenous and people of color in clinical trials by “disrupting” norms at the community, patient and provider, and research pipeline levels. DISRUPT was selected by Stand Up To Cancer (Su2C) as part of its Health Equity Initiative. DISRUPT is a partnership between CCNY, Columbia University, Mt. Sinai and Einstein College of Medicine.

## Other Duties

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This position will be assisting the Program Manager of the U54 Partnership and DISRUPT with a multitude of administrative duties including:

- calendar management and meeting scheduling of the U54 Principal Investigators and Program Manager(s)
- support with agenda preparation, presentations, and other materials for key meetings

- invoice submission and payment, contract management submissions and other budgetary paperwork
- taking meeting minutes and following up on action items
- coordinating large emails being sent out to a multitude of people across institutions
- organize physical and digital records of our various programs
- help to compile and submit annual reports to our stakeholders
- complete daily administrative tasks and additional responsibilities as assigned
- help organizing various events throughout the year
- updating websites with basic information
- using basic design skills to make flyers for events and seminars

## Qualifications

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### Minimum Qualifications

- Bachelors or Associates degree preferred
- Excellent verbal, written, and interpersonal communication skills
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment
- Experienced user of all MS Office products, Adobe Acrobat, and Outlook
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines
- Ability to manage and prioritize a high volume of communications
- Strong critical and analytical thinking skills
- An interest in public health, cancer health disparities, or higher education

### Physical Requirements

- This position will be performed both in-office and remotely.

**Mandatory Vaccine Mandate:** As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.