
Job Title	Associate Program Manager
PVN ID	CC-2212-005315
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Biology
Status	Full Time
Annual Salary	\$70,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Mar 02, 2023 (Or Until Filled)

General Description

The CCNY Associate Program Manager of the MSK (Memorial Sloan Kettering) / CCNY (City College of New York) Partnership for Cancer Research, Research Education, and Community Outreach collaborates with the MSK Program Manager to provide administrative and managerial leadership for all Partnership activities in the context of a complex multi-PI and multi-institutional structure. The position is based at CCNY but will work with PIs, Partnership staff, investigators, and administration at both institutions for effective management of the grant which is awarded separately to each of the Partnership institutions. The Associate Program Manager is responsible for the management of all the day-to-day operations of the Partnership at CCNY including: solicitation and review of the pre-pilot, pilot, and full research projects; financial management of the Partnership; administrative support of the undergraduate, graduate, and fellows' training programs, organization of the annual Program Steering Committee and preparation of the progress report, the annual symposia, and regular academic meetings. This position will ensure all programmatic activities and communications regarding the Partnership adhere to the National Cancer Institute's (NCI) expectations and requirements. The Associate Program Manager is responsible for ensuring effective and appropriate collaboration and communications with all participants in the Partnership, and for effectively managing MSK staff and all members of the Partnership to help achieve all research, training, and outreach goals set forth by the U54 grant and the NCI. They will work on strategies to enhance communication within the partnership, enhance administrative infrastructure for collaborative projects, collaborate on evaluation of the partnership program, and disseminate the accomplishments of the education, outreach, and evaluation cores. They will be responsible for maintenance and updating of the Partnership website. They will also work with senior leadership to ensure that the Partnership has the resources necessary to accomplish its goals and to identify any relevant institutional initiatives that may enhance the Partnership.

Other Duties

Partnership Program Planning and Development

Staff and Operations Management

Grant and Financial Management

Information and Technology Management

Quality Assurance and Performance Improvement

Qualifications

Bachelors Degree Required. Masters Degree preferred.

Communication Skills: The ability to develop, facilitate, and orchestrate effective communication with all Partnership members; responsible for organizing and communicating all activities and responsibilities of the Partnership's Administrative Core, Internal Advisory Core, and Program Steering Committee. Fully responsible for writing/preparing the Partnership's annual non-competing progress reports for NCI. Individual must be able to communicate effectively with all levels of Partnership staff including project and study investigators at both MSKCC and CCNY, research and clerical support staff, institutional leaders, and the NCI. Excellent oral and written communication skills are required.

Information Management Skills: The ability to communicate, explain, interpret, share and present information to employees, management and clinical staff as well as appropriate external contacts.

Analytical Skills: The ability to perform basic math calculations and as well as a knowledge of statistics and budgeting. A good understanding of fiscal management. Strong decision-making abilities in the face of ambiguity and incomplete information, and the ability to analyze and synthesize both quantitative and qualitative information to identify and focus on key facts, opportunities and possibilities is required.