

Job Title	Program Coordinator
PVN ID	CC-2305-005611
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Chemistry & Biochemistry
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Jul 15, 2023 (Or Until Filled)

General Description

The On-Ramp to the Molecular Machine Shop (RaMMMP, <https://www.b3-ramp.ccny.cuny.edu/>) is a Postbaccalaureate Research and Mentoring Training Program at The City College of New York. This U.S. National Science Foundation (NSF)-funded program encompasses an immersive mentored research experience, supported by professional development activities and an inclusive participant network. Using a Getting Ready-Getting Set-Getting Going format, we aim to propel recent B.S. and B.A. graduates with interests at the Biochemistry/Biophysics/Biodesign (B³) interface into rewarding careers – whether basic discovery science in an academic environment, applied biotechnology for product development in industry, or other science-enable job choices. This grant-funded program has a duration of 4 years beginning 9/1/22, with support staff beginning 9/1/23 and the potential for future renewal. Visit <https://www.b3-ramp.ccny.cuny.edu/>

The CCNY B³-RAMP is recruiting candidates for a full-time Project Coordinator. Reporting to the two Program Directors, the Project Coordinator's primary tasks and responsibilities will include:

- Administering the B³ RaMMMP grant project, including on-boarding of personnel; processing of payments for personnel, stipends, research supplies, and professional travel; tracking of expenditures; assisting with financial planning;
- Preparing and managing deadlines for periodic programmatic reports to the NSF and institutional officials;
- Soliciting, coordinating and processing applications from prospective B³ RaMMMP trainees
- Coordinating in-person and virtual meetings, research conferences and seminars, including audiovisual support; assisting participants with travel arrangements; scheduling face-to-face and videoconference meetings; ordering refreshments; planning meeting agendas
- Serving as a liaison to B³ RaMMMP trainees, faculty mentors, Advisory Committees, research collaborators and Program Officials at CUNY and the NSF;
- Serving as a liaison to fiscal administrators on budgetary and administrative matters, including the CCNY Office of Grants & Sponsored Programs, CUNY Research Foundation, and NSF;
- Collecting and maintaining records on trainee recruitment, retention, academic performance, teaching experience, research progress, professional development, graduation, and job placement; liaising with the

Other Duties

- Assisting with the preparation of external grant applications, supplements, and renewals;
- Maintaining websites and updating brochures for the B³ RaMMMP;
- Maintaining the B³ RaMMMP office area;
- Performing other duties as assigned by the Directors

Qualifications

A Bachelor's degree, preferably in a business or technical field, is required; advanced degrees in B³ disciplines are welcome. Prior administrative experience supporting a senior-level executive, preferably in a higher education or non-profit environment, is highly recommended.

The ideal candidate will also have:

- Knowledge of RFCUNY and/or CUNY purchasing and personnel procedures;
- Proficiency with standard office software programs such as Word, Excel, Powerpoint; Adobe Acrobat for PDF creation and editing; InDesign; WordPress; e-mail distribution lists; Dropbox; Slack; and Internet usage;
- Strong organizational ability, attention to detail, excellent written and verbal communication skills;
- Ability to work well with faculty, high-level administrators, students and co-workers; prioritizing tasks under pressure of deadlines;
- Initiative, self-starting ability, resourcefulness, sound judgment, professional demeanor;
- Ability to work in-person and remotely, as appropriate.

The City College of New York has a strong institutional commitment to the principle of diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of individuals, including women and under-represented groups in the STEM disciplines. Upon request, reasonable accommodations can be provided for individuals with disabilities.

All candidates must provide documentation to prove employment eligibility in compliance with IRCA.