

Job Title	Program Coordinator
PVN ID	CC-2305-005636
Category	Clerical/Office Services
Location	The CITY COLLEGE of NEW YORK
Department	Psychology (City College)
Status	Part Time
Hourly Rate	\$21.63-\$21.63
Hour(s) a Week	0.00
Closing Date	Jul 24, 2023 (Or Until Filled)

General Description

[TRACC](#), Translational Research Training in Addictions for Underrepresented Groups at City College of New York (CCNY), Columbia University Irving Medical Center (CUMC), and Rutgers University–New Brunswick is looking for a **Program Coordinator**.

The position is a part-time, 20-hour/week commitment and is eligible for benefits through the Research Foundation (RF) of CUNY. Compensation = \$22,500/year (\$21.63/hr). **Estimated start date:** As soon as possible. The position is hybrid (predominantly remote/virtual with occasional in-person activities and meetings).

Responsibilities: The coordinator will provide crucial administrative support to ensure effective program implementation, including coordinating all-program communication, creating, compiling, and tracking program documentation; scheduling meetings, seminars, and workshops; assisting with curriculum development and travel arrangements; and leading weekly Executive Committee meetings. The coordinator will also provide overall administrative and budget support to the program and the research pilot projects. They will serve as the primary liaison between the key personnel and grant administration offices at multiple institutions (RFCUNY, Rutgers, and CUMC). They will assist with other tasks as assigned.

Other Duties

About TRACC:

Funded in 2013 by the National Institute on Drug Abuse, TRACC is an innovative mentorship program that reaches earlier in the “career pipeline” to increase the representation of underrepresented groups in research. TRACC specifically aims to mentor young research scientists in translational addiction research.

More information on TRACC can be found at: <https://tracc.ccny.cuny.edu/>

Qualifications

Qualifications: Applicants should have at least a Bachelors or MA degree in Psychology or a related field and possess the requisite knowledge and experience with many of the administrative and financial activities needed to successfully coordinate the proposed training program. Prior experience providing administrative support to research projects and/or research training programs is preferred.