RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Research Coordinator
PVN ID	CC-2509-007028
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	Psychology
Status	Full Time
Annual Salary	$64,363.00 - $64,363.00
Hour(s) a Week	35
Closing Date	Nov 22, 2025 (Or Until Filled)

General Description

The Research Coordinator will work full-time and often onsite in an outpatient setting of our research partner, Montefiore Medical Center/Albert Einstein College of Medicine, that provides integrated care to a predominantly unhoused population who uses drugs. Under the supervision of the Principal Investigators (PIs – Drs. Teresa López-Castro and Aaron Fox), the Research Coordinator will work on federally funded projects, adapting and evaluating treatments for individuals with opioid use disorder and/or posttraumatic stress disorder (PTSD). This is an excellent position for individuals dedicated to clinical research with an emphasis on community engaged research methods, trauma-related disorders, and increasing the quality of mental health services for people who use drugs. As a supervisory position, the Research Coordinator will be responsible for carrying out complex studies, including multisite clinical trials, and supervising and training new team members, including study coordinators and graduate students.

Responsibilities:

- Manage the day-to-day coordination of multiple aspects of the research project with investigators, study coordinators, data managers, and other study team members.
- Achieve competency in research assessments that will be used to determine participant eligibility and measure key outcomes.
- Consent, screen, and conduct research assessment visits; visits will include assessment of trauma- and substance use-related disorders; collection and testing of urine specimens; and follow-up communications with participants.
- Coordinate and support tele-therapy study visits at two harm reduction agencies: prepare study participants and interventionists for tele-therapy sessions, provide technological support during session, and act as liaison between study participant, clinical staff, and study interventionist throughout study period.
- Engage in outreach efforts to harm reduction staff and clients to discuss the research study.
- Coordinate with the other community-based organization study sites, including leading regular meetings with other study coordinators, assisting with implementation of the study protocol at other study sites, providing quality assurance during data collection, and answering questions about the study protocol.

- Train and supervise study coordinators conducting study assessments and coordinating tele-therapy study visits at other trial sites.
- Facilitate study-related financial transactions.
- Extract and examine medical records.
- Work with PI to update study protocols, including the development of new measures, and preparing protocol amendments to the Institutional Review Board as needed.
- Use a variety of electronic systems to conduct research related activities including RedCap and Epic.
- Work with PI to develop recruitment strategies and manage tracking database; prepare regular reports for the PIs about recruitment and tracking.
- Provide administrative support during meetings with study partners and staff.
- Securely manage and maintain study data.
- Perform regular audits to ensure that collected data are complete and accurate, and research protocols are being followed.
- Assist in drafting reports, preparing conference abstracts, and presentations related to the project.
- Maintain supply and records of study incentives as well as multiple study logs.
- Engage and retain people who use drugs using an outgoing, friendly, empathetic and compassionate approach.
- Other duties as assigned.

Other Duties

Qualifications

Experience and Educational Background:

- Master's degree (MA or MS) preferred (i.e. Psychology, Public Health, Sociology, or a related discipline). Will consider highly qualified applicants with a Bachelor's degree and at a least three years of post-baccalaureate experience in clinical research, such as conducting structured clinical interviews, collecting biological specimens, extracting medical records.
- Experience managing large research projects, such as clinical trials, and supervising research staff preferred.
- Experience working in or with harm reduction, mental health, or other community-based settings preferred.

Skills and Competencies:

- Strong clinical interviewing skills and knowledge such as active listening, cultural humility, key interviewing techniques, conflict resolution, and critical thinking.
- Ability to manage multi-site studies and coordinate timelines, deliverables, and team responsibilities.
- Skilled in organizing and leading regular meetings and tracking follow-up tasks.
- Experience training staff on research protocols and data collection procedures.
- Skill in providing constructive feedback, supervision, and support to study team members, especially across multiple settings.
- Experience with IRB procedures and regulatory compliance.
- Proficiency with research management software (e.g., REDCap, Qualtrics), video conferencing tools (e.g.,

Zoom Health), and scheduling platforms.
- Strong written and verbal communication to provide clear guidance, respond to protocol questions, and facilitate cross-site collaboration.
- Attention to detail for identifying and addressing deviations, inconsistencies, or errors in data collection or participant flow.
- Fluency in spoken and written Spanish preferred.