
Job Title	Research Scientist & Program Manager
PVN ID	CC-2510-007076
Category	Postdoctoral
Location	The CITY COLLEGE of NEW YORK
Department	Psychology
Status	Part Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	0.00-19.00
Closing Date	Dec 21, 2025 (Or Until Filled)

General Description

We invite applications for a Research Scientist & Program Manager (Part-Time, Postdoctoral Level) under the supervision of Dr. Adriana Espinosa, Department of Psychology at The City College of New York (CCNY).

This position supports research on the behavioral and psychosocial factors driving disparities in cancer risk, access to care, and comorbid substance use and mental health conditions. The successful candidate will provide both scientific and programmatic support, ensuring the research program remains well-organized, productive, and strategically aligned with ongoing and emerging grant opportunities.

We seek a candidate who is highly self-directed, organized, and motivated, capable of managing multiple projects with minimal supervision, and who thrives in a fast-paced but collegial environment.

The City College of New York, part of the City University of New York (CUNY) system, is located in Harlem, northern Manhattan, within proximity to major academic and medical centers including Columbia University Medical Center, Memorial Sloan Kettering Cancer Center, Mount Sinai, and the New York State Psychiatric Institute.

This is a 1-year, part-time (19 hours per week) position with the potential for renewal based on performance and funding availability. Remote or hybrid work arrangements will be considered.

Other Duties

Research & Analytical Support (~ 55 – 60% of time)

- Conduct or assist in statistical analyses for projects involving cross-sectional, longitudinal, and experimental (e.g., RCT) data.
- Generate figures, tables, and visual materials for manuscripts, grant proposals, presentations, and progress reports.

- Conduct literature reviews and contribute to manuscript, grant, and progress report writing.
- Maintain well-documented, reproducible data workflows (e.g., data cleaning, version control, codebooks, and analytic documentation).

Research Program Coordination and Operations (~ 40 – 45% of time)

- Manage the PI's research calendar, coordinate meetings, and assist in prioritizing research-related deadlines.
- Track progress across multiple studies, manuscripts, and grant applications; maintain organized project management systems.
- Assist with the preparation of progress reports and presentations.
- Coordinate IRB submissions/renewals, reliance agreements, and other research compliance documentation.
- Support submission of manuscripts to academic journals.
- Assist with the coordination and documentation of select research meetings, including agenda preparation and follow-up on action items.
- Communicate with collaborators, advisory board members, or consultants for research-related purposes, as directed by the PI (e.g., scheduling meetings, following up on prior discussions).
- Provide support to the PI in coordinating research activities ensuring alignment with project goals and timelines.
- Other duties as assigned.

Qualifications

- PhD (or equivalent) in Psychology, Public Health, Behavioral Science, Epidemiology, Biostatistics, or related field.
- Strong quantitative skills and proficiency in R, SAS, Stata, SPSS, or MPlus.
- Familiarity with Jupiter Notebooks or similar programming software.
- Demonstrated experience with data analysis, manuscript development, and grant preparation.
- Excellent organizational and communication skills; able to coordinate multiple ongoing projects; and help maintain team coordination and accountability.
- Ability to work independently and maintain project productivity with minimal supervision.
- Strong initiative, reliability, and motivation to help drive the research program forward.

Preferred Qualifications

- Experience with survey and epidemiologic methods, missing data techniques, or machine learning approaches.
- Familiarity with randomized controlled trials (RCTs) or other experimental and quasi-experimental designs.
- Experience with mixed methods research.
- Background in behavioral health, substance use, mental health, or cancer disparities.
- Prior experience managing multi-investigator teams or coordinating grant submissions.