
Job Title	project coordinator
PVN ID	GS-1912-003438
Category	Research
Location	The GRADUATE CENTER
Department	urban education
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Feb 19, 2020 (Or Until Filled)

General Description

The Graduate Center at the City University of New York is seeking applicants for a project coordinator to manage two different research projects: one which focuses on the impact of course scarcity on the college progress of STEM students who take online courses, and another whose goal is to generate a database of questions that test conceptual understanding in algebra among college students. The project coordinator will be expected to oversee the coordination of all aspects of the projects, including obtaining data from various university offices, filing necessary paperwork for various project permissions, organizing and tracking all project files, coordinating workflow across various researchers and research sites across both projects, scheduling and coordinating cognitive interviews involving multiple researchers and participants, as well as other tasks that arise during the conduct of the research projects. The project coordinator will also oversee a part-time research assistant who will assist with these tasks. Depending on qualifications, there will also be opportunities to participate in other aspects of the research, including participating in qualitative data collection and coding, analyzing and interpreting quantitative findings, and preparing scholarly journal articles. This is a one-year renewable position which is being funded by two grants by the National Science Foundation; there is the possibility of renewal through 2024. Research will be conducted primarily at the CUNY Graduate Center and the CUNY Borough of Manhattan Community College. While some work must be completed on site, there is also some flexibility and the ability to work remotely as a part of the position. The project coordinator will join a multidisciplinary research group, and will be expected to work both independently and collaboratively as part of the research team, in close collaboration with the principal investigators.

Other Duties

Qualifications

Experience working on and/or managing a multi-site research project;

Experience with successfully navigating complex institutional bureaucracies and coordinating across multiple departments to collect data, organize technical or administrative supports, trouble-shoot logistical issues as they arise, or access institutional resources necessary for the completion of a project;

Some experience with qualitative and quantitative software, survey software, and MS Office programs, and an ability to learn to use new software as needed;

Strong written and verbal communication, especially with diverse groups of colleagues;

Excellent organizational skills, including time management, file management, and task management skills;

Careful attention to detail and the ability to follow directions meticulously;

Positive attitude and a focus on potential solutions rather than existing problems alone;

Ability to problem-solve and work independently.

Preferred qualifications:

Experience managing a multi-site research project.

Experience working on applied social science and/or educational research projects.

Graduate degree in education, sociology, economics, psychology, or related field, or comparable professional experience.