

Job Title	Manager
PVN ID	HC-1605-001171
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 31, 2016 (Or Until Filled)

General Description

Manager – City University of New York Institute for Implementation Science Research in Population Health, CUNY Graduate School of Public Health and Health Policy

The Institute invites applications for the position of Manager from individuals with a bachelors degree, and a master's preferred. Among their responsibilities, the Manager will support the day to day administrative needs of a portfolio of domestic and international awards from a range of funding organizations , including federal government, state government, and private donors. The Manager will provide administrative and other support over the entire life cycle of research projects from pre-award to close-out, focusing on supporting ISRPH investigators in the preparation, monitoring, execution and management of awards. This position is viewed as strategically important to contribute to and ensure the success of Institute investigators and winning new research grants and successfully executing them. The Manager will report to the Institute Associate Director.

About the CUNY Institute for Implementation Science Research in Population Health

The central mission of the CUNY Institute for Implementation Science Research in Population Health (ISRPH) is to translate research into sustainable, cost-effective population-level interventions, strategies, initiatives, and policies with the potential to improve health and reduce health disparities at scale around the world. We do this by understanding biological mechanisms, subtypes and major drivers of disease, identifying program/service/policy implementation gaps driving suboptimal health outcomes at the population level, and by designing and conducting rigorous experimental and observational studies of the impact of strategies aimed at improving population health outcomes. We rigorously assess the effectiveness of these strategies when implemented at scale. Given that many forces shape population health, including those outside the health sector (e.g., political, economic, sociologic, environmental, demographic), we seek and generate knowledge, collaboration and expertise to achieve our mission of improved population health through better implementation.

The overarching goal of the Institute is to conduct large-scale research studies on population health and on intervention implementation in real world settings (i.e., outside the research environment). We engage in, foster, and leverage multidisciplinary collaborations across different health outcomes and disease types with public sector agencies, health care organizations, clinical researchers, community-based organizations, policy makers and other institutions. Our primary goals are:

- To apply rigorous scientific methods to assess the effectiveness and impact of interventions, strategies, initiatives, and policies aimed at improving population health around the world.
- To conduct research that describes population health outcomes and improves the understanding of the factors that can shape/influence them through better implementation.
- To create, support, and leverage successful multi-disciplinary partnerships across all of CUNY's colleges, professional schools, and institutes for cutting edge and impactful research collaborations at the intersection of implementation science and population health.
- To provide hands-on research training for masters/doctoral students and post-doctoral fellows and host visiting scholars at the intersection of implementation science and population health.

Other Duties

Specific responsibilities include:

- Routinely reviewing solicitations and systematically identifying and communicating/disseminating potential opportunities that would be a strategic fit for the ISRPH and individual investigators
- Developing tracking systems and tools to assist investigators in the planning and writing phases of the grant, including timelines, templates, and checklists
- Maintaining up-to-date information on current and changing funder regulations, policies, and procedures;
- Interpreting and providing guidance on award terms and conditions
- Collating and maintaining support documents for applications, including biosketches, other support, sample budgets and budget justifications
- Working with ISRPH Investigators on the administrative elements of proposals, including budgets, budget justifications, cover letters, letters of support, and subcontract materials
- Organizing and coordinating the ISRPH internal proposal review process, a peer review process whereby all grants are reviewed and critiqued by other ISRPH investigators prior to submissions
- Serving as the point person for proposal and grant-related matters, subcontracts and other agreements
- Ensuring all donor deadlines and requirements are met during the post award period
- In close collaboration with the Associate Director, ensuring ISRPH personnel are appropriately assigned to relevant projects, monitors salary coverage, and assists with recruitment and hiring as necessary
- Working with legal staff to ensure the timely review and execution of contracts, subcontracts, and consultancy agreements
- Monitoring all post-award compliance, including human subjects, progress reports, budget spending, etc
- Serving as the primary liaison to the CUNY IRB for Institute-related projects
- Work
- Other duties, as assigned

We will begin screening applicants beginning immediately, and will continue to do so until the position is filled.

Qualifications

- Bachelor's degree and five years of experience in award management or other project management or program administration. For candidates with a master's degree, education may serve some of the experience requirement.
- Working knowledge of donor rules, regulations, and compliance, with National Institutes of Health (NIH)-related grants administration experience strongly preferred
- Professional conduct in all interactions and the highest level of integrity
- Strong attention to detail and organization
- Excellent technical skills in writing, editing, formatting, research, and negotiation
- Organized, flexible, self-motivated, hard worker, and above all, a team player
- Flexibility and willingness to assume tasks, often with tight deadlines
- Ability to identify and solve problems using sound judgment, initiative and creativity
- A professional interest in public health and the themed areas of the Institute