

Job Title	Project Coordinator
PVN ID	HC-1805-002496
Category	Research
Location	HUNTER COLLEGE
Department	CHEST
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 13, 2018 (Or Until Filled)

General Description

The Center for HIV/AIDS Educational Studies and Training (CHEST) of Hunter College, City University of New York, is hiring for a full-time Project Coordinator with research experience in the areas of HIV/AIDS, sexual health and substance use. CHEST (www.chestnyc.org) is an internationally recognized multidisciplinary research center which blends academic and community-based work focused on sexual health, HIV/AIDS, LGBT issues, and substance use. CHEST is an equal opportunity employer and we strongly encourage applications from individuals from diverse backgrounds, including racial/ethnic and sexual/gender minorities.

Other Duties

The Project Coordinator's primary role is to execute day-to-day tasks effectively and efficiently for federally funded research studies with a focus on sexual behavioral health and HIV/AIDS. The Project Coordinator will develop study related procedures, manuals and materials and collaborate with CHEST staff with regards to participant contact, assessment and tracking including the management of the initial contact, screening, scheduling of participants, compensation and administrative duties associated with running longitudinal studies. The Project Coordinator is required to troubleshoot and resolve issues while balancing a full workload and escalate issues to the Project Director as needed. The Project Coordinator may supervise interns and/or research assistants and reports directly to the Project Director who maintains responsibility for the respective

research projects.

The Project Coordinator position requires excellent written, verbal, communication and interpersonal skills. The Project Coordinator will work closely with the Project Director and the Recruitment Team for day-to-day coordination of the studies within his/her program cluster and CHEST's Research Scientists.

Qualifications

Bachelor degree required/Master's degree desired with training and experience in research; experience working for healthcare, medical, or research settings is highly desired. Proficiency with data management and some data analysis is preferred. Knowledge of Microsoft Office and familiarity with Qualtrics software and research methodology is also desirable. Applicants must be able to work independently in a self-directed fashion while managing multiple tasks.

Salary: Commensurate with experience.

When applying please submit a cover letter, resume/CV and three references

Note: Resumes without a cover letter that clearly delineate experience and interest in HIV/AIDS will not be considered for review.