

<b>Job Title</b>	Planning and Evaluation Coordinator
<b>PVN ID</b>	HC-1809-002728
<b>Category</b>	Research
<b>Location</b>	HUNTER COLLEGE

<b>Department</b>	
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 13, 2018 (Or Until Filled)

## General Description

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### Planning and Evaluation Coordinator in a Cancer Health Disparities Research Program

A Planning and Evaluation Coordinator is sought to work in the Hunter College Cancer Health Disparities Research Program (HCCHDRP). The selected candidate will work to provide organizational and administrative support to the Director of the Hunter College Cancer Health Disparities Research Program (HCCHDRP) and the Leader of the HCCHDRP Planning and Evaluation Core.

We seek a highly organized, committed, and motivated candidate with at least a Bachelor's degree in a relevant field. The candidate must have ability to provide organizational, and administrative support to an academic / research program. The Planning and Evaluation Coordinator will work closely with the planning and evaluation leaders in coordinating communication with the program leadership, and the advisory committees. The Planning and Evaluation Coordinator will also work with program leaders and project staff in evaluating the implementation of program goals.

Under the general supervision of the Director of the HCCHDRP and the Planning and Evaluation Core Leader, the selected candidate will apply considerable independent judgment in interactions with relevant administrative staff. The individual will research and prepare reports, collect and analyze data, draft manuals, policies and procedures, make presentations, and keep confidential records. The selected candidate will utilize sponsor reporting and tracking systems when required, research and draft grant proposals, assist with recruiting participants, monitor and evaluate pilot and on-going programs, and ensure that outcome goals are met. The planning and evaluation coordinator will join meetings with various groups including leadership and sponsors, as needed. They will coordinate with relevant academic departments, and interfaces as needed with support staff from various college offices in resolving issues involving staff or student needs, technical issues, and facility issues. They will also interface with vendors as needed.

## Other Duties

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The Planning and Evaluation Coordinator will also be communicating with a program manager, and other program coordinators.

## Qualifications

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Applicants should have:

- BA/BS or MA/MS/MPH/MSW in the health, life, or social sciences or related field.
- Experience in program coordination.

The position requires an organized, committed, and motivated individual who is enthusiastic about working in Cancer Health Disparities.

The Planning and Evaluation Coordinator should be competent in writing and verbal communication skills.

Interested candidates should submit the following:

- (i) A cover letter
- (ii) A curriculum vitae
- (iii) A list of three references including names, email addresses, and telephone numbers

Candidates from underrepresented minority groups are especially encouraged to apply.

The position will be initially for one year, renewable up to five years based on performance. Start date for the position is immediately. Position will remain open until filled.