

Job Title	Research Education Coordinator
PVN ID	HC-1809-002729
Category	Research
Location	HUNTER COLLEGE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 30, 2018 (Or Until Filled)

General Description

Research Education Coordinator in a Cancer Health Disparities Research Program

An Education 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 Hunter College Cancer Health Disparities Research Program (HCCHDRP).

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 ensure seamless and coordinated interaction between the Director of the Hunter College Cancer Health Disparities Research Program (HCCHDRP), program leadership, and program education leaders to ensure the timely accomplishment of the research training goals of the program.

Under the general supervision of the Director of the HCCHDRP and the Research Education Core Leader, the selected candidate will apply considerable independent judgment in interactions with all relevant student and trainee groups at Hunter College, and 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 Research Education Coordinator will join meetings with various groups including leadership and sponsors, as needed. They will coordinate with other relevant programs, and academic departments, and interface 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 regarding instructional materials, equipment, and training.

Other Duties

The Research Education Coordinator will also be communicating with a program manager, and other program coordinators.

Qualifications

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 Education 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.