

Job Title	Program Coordinator
PVN ID	HC-1809-002730
Category	Research
Location	HUNTER COLLEGE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 10, 2018 (Or Until Filled)

General Description

Program Coordinator in a Cancer Health Disparities Research Program

A Program 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).

We seek a highly organized, committed, and motivated candidate with at least a Bachelor's degree in a relevant field. The candidate must have demonstrated ability to provide organizational, administrative, and leadership support to an academic / research program. The Program Coordinator will provide administrative support for day-to-day operations of the HCCHDRP related to fiscal management, budgeting, progress reports, communication with faculty, and students at Hunter College, arrangement for leadership meetings, and coordination with Administrative and Planning and Evaluation core leaders to facilitate the planning process for issuing RFAs to solicit new applications from investigators, among other responsibilities.

Under the direct supervision of the Director of the HCCHDRP and a Program Manager, the selected candidate will apply considerable independent judgment in interactions with relevant program, 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, and ensure that outcome goals are met. The Program Coordinator will join meetings with various groups including leadership and sponsors, as needed. They will coordinate with other program coordinators, 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 materials, and equipment.

Other Duties

The Program Coordinator will also be communicating with a Program Manager, all core/project leaders and coordinators, assisting with preparing leadership meetings and project report documents.

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 Program 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.