
Job Title	Project Director
PVN ID	HC-1904-003026
Category	Research
Location	HUNTER COLLEGE
Department	Center for HIV/AIDS Educational Studies
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 04, 2022 (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 a full-time research **Project Director** with experience in the areas of behavioral intervention research (including randomized controlled trials), 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.

Responsibilities: The primary role of the Project Director is to ensure that assigned research projects meet targeted enrollment within the proposed budget and scheduled timeline while adhering to organization objectives, good clinical practices, and research design guidelines. The Project Director manages a portfolio of research projects funded by the National Institutes of Health. The position features the management of randomized controlled trials of behavioral interventions.

The role involves:

- Overseeing a team of Project Coordinators and Research Assistants as they carry out study activities.
- Creating, updating, and insuring compliance with study operating procedures.
- Tracking study progress, financial expenditures, and enrollment to insure compliance with regulatory and reporting requirements.
- Coordinating interactions between the project team and a diverse group of collaborative research staff, including: Administration and Investigators as well as the Recruitment, Clinical, and Data Teams. The role may also require collaboration with other institutions, community based organizations, regulatory agencies, and consultants.

Salary: Commensurate with experience.

To apply: please submit a cover letter and resume. Only those applicants who are selected for interviews will be directly contacted.

Other Duties

Qualifications

Strong research background required, with Masters or doctoral training looked upon favorably; training and experience in the healthcare, medical, or research setting; experience with research on intimate relationships (including research involving couples) preferred; proficiency with data management and analysis in SPSS desirable; familiarity with Qualtrics, MS Access databases, and RedCap systems strongly desired; extensive experience with Microsoft Office. Applicants must be able to lead a team to think independently in a self-directed fashion while managing multiple tasks. The Project Director position requires excellent personnel management, organizational, communication (verbal and written), and interpersonal skills to achieve project aims and milestones.