
Job Title	Project Manager
PVN ID	HC-2002-003505
Category	Research
Location	HUNTER COLLEGE
Department	PRIDE Health Research Consortium
Status	Full Time
Annual Salary	\$48,500.00 - \$48,500.00
Hour(s) a Week	35
Closing Date	Apr 10, 2020 (Or Until Filled)

General Description

The Hunter College PRIDE Health Research Consortium is currently hiring for the position of Project Manager. This position will be housed within the Applied Intersectionality & Minority Stress (AIMS) Lab, one of several labs co-located within PRIDE. The Project Manager will thoughtfully conduct and coordinate day-to-day tasks for federally funded research studies with a focus on health disparities in HIV treatment and prevention.

Who we are

The mission of Hunter College's PRIDE Health Research Consortium (which stands for Promoting Resilience, Intersectionality, Diversity, and Equity) is to support research to understand the structural, social, and psychological determinants of health disparities for sexual and gender minority (SGM) communities, to investigate the role of gender and sexuality in health, and to design and implement empirically-supported interventions to reduce disparities among these communities in pursuit of health equity. The organization is comprised of multiple groups and teams working collaboratively to fulfill this mission.

We actively work to maintain a diverse environment and encourage applications from people of diverse racial and ethnic backgrounds, individuals of diverse sexual and gender identities, people living with HIV, and people with disabilities. We value the ability to behave and communicate in a way that promotes the furthering of a diverse and inclusive workplace. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/American with Disabilities Act/E-Verify Employer.

What we offer

All employees have access to opportunities for professional development, including an active colloquium series, mentorship activities, and annual attendance at a local conference; travel awards for professional activities are also available on a competitive basis. PRIDE maintains a flexible set of operating hours (10 am – 9 pm on most weekdays) that can often accommodate ongoing educational activities and external commitments.

Full-time employees of the Research Foundation of CUNY (www.rfcuny.org) are provided with a highly competitive package of benefits that includes medical, dental, vision, and prescription coverage; a retirement plan with 8% employer contributions; ample sick and vacation leave time; short-term and long-term disability coverage; tuition reimbursement at CUNY schools (after 1 year of service); and several optional enrollments, such as pre-tax flexible spending accounts. A subset of these benefits is available for part-time employees. See <https://www.rfcuny.org/RFWebsite/employees/explore-enroll-in-employee-benefits/> for more details.

Compensation

The non-negotiable starting salary for this position is \$48,500.

How to apply

You must include a resume and cover letter to be considered. All applications are accepted and tracked via the online RFCUNY website portal.

Other Duties

Job Description

- Manage one or more large-scale studies with participants enrolled through in-office assessments or nationwide using electronic assessments.
- Coordinate specimen collections for nationwide participants including delivery to processing lab and tracking of resulting data.
- Develop study related procedures, manuals and materials and collaborate with PRIDE 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.
- Troubleshoot and resolve or escalate issues as needed to the Lab Manager who maintains responsibility for the respective research projects.
- Supervise research assistants and interns, collaborate as a member of a diverse team and proactively contribute to fulfilling our mission
- Balance multiple priorities involving consistent and thoughtful communication in a respectful manner across multiple groups and teams

Qualifications

Preferred Qualifications

- Strong organizational and interpersonal skills, adaptive, self-starter, and proactive.
- Prior research experience in a clinical laboratory setting.
- Understanding of technology with knowledge of multiple digital platforms and softwares and an ability and desire to learn new related skills.
- Experience in management or office coordination.
- Experience working directly with research participants and sensitive data.

- Experience working with marginalized populations including sexual, gender, racial, and ethnic minorities.
- Background or interest in research around HIV/AIDS, emerging adulthood, substance use, or sexual and gender minorities.
- Ability to communicate effectively with supervisors, other researchers, team members, and participants in a thoughtful, compassionate, and culturally humble manner.
- Bachelor's degree.
- English fluency required, Spanish fluency desirable.