

Job Title	Program Coordinator
PVN ID	HC-2008-003687
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Biological Sciences
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 23, 2020 (Or Until Filled)

General Description

The Hunter College Center for Cancer Health Disparities Research (CCHDR) is seeking a Program Coordinator. The selected candidate will serve as part of a team of 4-5 people and will report to the Center Director and Program Manager. In this position the coordinator will be providing administrative support to the Program Director, Program Manager, and other Program Coordinators at the CCHDR.

Responsibilities of the Program Coordinator include:

- Provide administrative and clerical support in the office.
- Assist program manager with processing of e-payment requests, travel reimbursements and purchase card statements.
- Assist with booking of travel, hotel for scientific conferences.
- Assist with the advertisement and recruitment for the Summer Cancer Research Institute (SCRI), a summer program of the NCI U54 grant funded Synergistic Partnership for Enhancing Equity in Cancer Health (SPEECH) between Hunter College and Temple University/Fox Chase Cancer Center.
- Assist in preparation of informational and promotional materials for use in outreach activities to recruit new trainees.
- Assist with data collection of trainee outcomes and trainee progress tracking.
- Process and maintain necessary paperwork, records, and files to support CCHDR programs.
- May perform office support functions and other projects as needed.
- Participate in updating CCHDR's website.
- Attendance of CCHDR and SPEECH meetings as needed.
- Assist in promotion of CCHDR and SPEECH programs.
- Assist in planning CCHDR and SPEECH events.
- Assist with collection and analysis of data as needed.
- Travel to relevant conferences as required.

Other Duties

The Program Coordinator will be communicating with the Program Director, Program Manager and other SPEECH core and project leaders and coordinators, and assisting with preparing for leadership meetings and project report documents. The description above includes only the primary duties of this position. The selected candidate must be willing to accept other duties that are assigned by the Director to accomplish the goals of the CCHDR.

Qualifications

- Bachelor's degree in an appropriate field of study from an accredited institution.
- At least one year experience in an administrative support position, program coordination or administration.
- Excellent communication, interpersonal, and organizational skills.
- Ability to meet deadlines, work well under pressure, efficiently multitask and prioritize workload.
- Familiarity with computers as a skilled user of word processing programs and electronic data systems such as Word, Excel, and database reports.

Interested candidates should submit the following:

1. A Cover Letter
2. Resume or curriculum vitae
3. 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 and renewable based on performance.