

---

Job Title	Study Coordinator
PVN ID	HC-2110-004335
Category	Research
Location	HUNTER COLLEGE
Department	Psychology
Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Dec 20, 2021 (Or Until Filled)

## General Description

---

### **Study Coordinator for *Hunter Alliance for Research and Translation (HART)***

The ***Hunter Alliance for Research and Translation (HART)*** is seeking a full-time Study Coordinator to work on a CDC-funded implementation science project in partnership with the New York City Department of Mental Health and Hygiene (NYCDOHMH). The study will be focused on novel implementation strategies that increase engagement, uptake, and sustainment of proven HIV prevention interventions, and evaluation of innovative broader dissemination.

The Study Coordinator will take primary responsibility for the start-up and day-to-day management of the project. In collaboration with the PI (Dr. Sarit Golub) and the project team at HART, they will oversee research activities at Hunter, and work closely with project staff at the NYCDOHMH. The Study Coordinator will supervise data collection and management, insure smooth operation of study protocols, and assist the research team in data analysis and dissemination. Opportunities for professional development and engagement in HIV prevention policy are also available.

We are looking for an exceptional and dedicated individual with strong organizational and communication skills, experience in HIV and/or sexual health implementation science research, strong qualitative research skills, and creative problem-solving abilities.

## Other Duties

---

### Primary Duties and Responsibilities

- Day-to-day management of the project
- Coordination of data collection in collaboration the NYCDOHMH, including development of data collection

instruments and conducting interviews.

- Data tracking and management, including quality assurance activities
- Coding and analysis of qualitative interview and observational data
- Preparation of progress reports and other project-related protocols and documents
- Collaboration in long-term and short-term project planning
- Supervision and training of other research staff
- Assistance in the dissemination of research findings via conference presentations, reports, literature reviews, and manuscripts

## Qualifications

---

### Minimum Qualifications

- Master's degree or equivalent in public health or related field
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting
- Experience with qualitative interviewing and analysis
- Experience working in the HIV and/or sexual health field
- Must be self-directed, flexible, detail-oriented, have excellent verbal and written communication skills, be able to work on a team, and handle multiple competing priorities
- Proficiency in using various Microsoft Office applications such as Word, Excel, Access, Power Point and Outlook

### Preferred Qualifications

- Familiarity with Institutional Review Boards
- Familiarity with Atlas.ti or other qualitative analysis software
- Basic working knowledge of quantitative research methods
- Experience with implementation science research
- Demonstrated interpersonal skills and ability to foster strong relationships with multi-disciplinary researchers, faculty, and community and patient representatives

For consideration submit a cover letter and resume. Applications without a cover letter will not be reviewed.