

Job Title	Program Manager
PVN ID	HC-2206-004886
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Aug 23, 2022 (Or Until Filled)

General Description

A Program Manager is sought to work in the Hunter College Center for Cancer Health Disparities Research (CCHDR). The selected candidate will work to provide organizational and administrative support to the Director of the Hunter College Center for Cancer Health Disparities Research (CCHDR).

We seek a highly organized, committed and motivated candidate with at least a master's degree in a relevant field. The candidate must have demonstrated ability to provide organizational, administrative, and leadership support to demanding academic/research programs. The Program Manager will provide administrative support for day-to-day operations of the CCHDR 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. The Program Manager will also have responsibility for supervising program coordinators and junior members of staff.

Other Duties

The Program Manager will also be communicating with all core/project leaders, assisting with preparing leadership meetings and project report documents. The description above includes only the primary duties of this position. The appointed candidate must be willing to accept other duties that are assigned by the Director to accomplish the goals of the Hunter College Center for Cancer Health Disparities Research (CCHDR).

Qualifications

- MA/MS/MPH/MSW or PhD or MD in an appropriate field of study from an accredited institution.
- At least 3 years of experience in program administration.

- Familiarity of the field of sponsored programs and research administration.
- Willingness to comply with all Research Foundation of CUNY policies regarding staffing, budgeting, safety, reporting, grants administration, etc.
- The position requires an organized, committed and motivated individual who is enthusiastic about working in Cancer Health Disparities.
- Excellent interpersonal skills and the ability to work with a broad range of individuals, groups, and personality types.
- Ability to work both independently and as a team member. At times, the work is fast-paced with tight deadlines. The position requires an individual who can handle this type of high-intensity work environment.
- The Program Manager should be competent in writing and verbal communication skills.

Interested candidates should submit the following:

- A cover letter
- A curriculum vitae
- 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.