

---

<b>Job Title</b>	Project Administrator
<b>PVN ID</b>	JJ-2205-004766
<b>Category</b>	Administrative Services
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Psychology
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 11, 2022 (Or Until Filled)

## General Description

---

This is an administrative position to work with Dr. Cathy Spatz Widom in the Psychology Department at John Jay College of Criminal Justice, starting in mid-June or early July 2022. This position will involve handling administrative and organizational tasks for Dr. Widom and her multidisciplinary research group focusing on the consequences of childhood maltreatment.

## Other Duties

---

These tasks will include, but are not limited to:

- Assisting Dr. Widom and lab members (graduate students, postdocs, data manager) with administrative tasks such as scheduling meetings, office key requests, software updates, etc.
- Assisting with preparation of grant applications and IRB protocol materials for research projects
- Processing grant applications and payment requests for an internal fund through the Psychology Department
- Conducting targeted reviews of research literature on topics related to child maltreatment
- Submitting payment/reimbursement requests for research expenses, travel, and subcontract payments via the RFCUNY website
- Managing a large EndNote library of scholarly references; helping format manuscripts with correct citation information and reference style

## Qualifications

---

- Bachelors or Masters degree in psychology, sociology, or related social science discipline
- Strong written and communication skills

- Reliable and able to keep accurate, detailed, and well-organized records
- Ability to maintain confidentiality of information
- Facility with citation/reference management software (EndNote)
- Ability to conduct academic literature searches using library databases and Google Scholar