
Job Title	Project Coordinator
PVN ID	JJ-2304-005555
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Criminal Justice
Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jun 20, 2023 (Or Until Filled)

General Description

A project coordinator is being sought to assist Professor Debi Koetzle in the Department of Criminal Justice on the management and oversight of grant-funded research activities.

The 18-month position will begin immediately and is expected to be extended for one year, contingent of funding, with the possibility of additional extensions.

The project coordinator will help to administer and oversee a three-study, multi-site project focused on improving outcomes among individuals under correctional supervision. The project coordinator will meet regularly with the PI and other members of the research team to review the project, evaluate progress, set standards, and establish intermediate goals. The ideal candidate will assist with supervising research and administrative staff and will interface with funders, stakeholders, and policy-makers as needed. Remote/hybrid work a possibility.

Other Duties

- Directs and coordinates the project administrative and support staff regarding facilities, equipment usage, work assignments, IT priorities, etc.
- Coordinates the work of various review boards
- Enforces all protocols for research on human subjects
- Assist with PI with IRB, report-writing, and presentations
- May be delegated responsibility for communicating with sponsor on specific matters
- Reviews and approves work schedules, time and leave documents, and pay authorizations; reviews and makes recommendations on the performance of staff, including graduate and undergraduate students assigned to the project
- Meets with senior researchers to review budgets and project deadlines; may be designated to act in Budget and HR matters on behalf of the PI in meetings with RF administrative officers

- Recommends to the PI budget modifications, revisions in the research schedule, and staff reassignments needed to improve the project
- Oversees project completion and final storage/distribution of project records and equipment
- Performs the duties of lower level positions as needed; performs other duties as assigned

Qualifications

- Knowledge of correctional interventions and applied research as evidenced in areas of study, teaching, publication and/or research background
- Ability to assist others in conceiving and authoring a research report, grant proposal, or analytic activity
- Ability to draft and assist in presenting and disseminating research findings
- Ability to meet deadlines and work within budget constraints
- Ability to integrate a large or complex project with the work of other research staff in order to resolve conceptual or practical issues and ensure a strategy for overall project success
- Ability to train effective, qualified staff; ability to monitor and evaluate the work of others, consistent with RF policies and contracts
- Ability to organize and supervise the work of subordinate technical, administrative and support staff
- Ability to develop and monitor budgets consistent with RF policies
- Ability to work effectively with staff, associates, and internal and external constituents
- Strong written and communication skills
- Knowledge of protocols for safe conduct of research including the study of human subjects

Qualifications

A Masters degree in criminal justice or related field, and a record of research, publishing, and scholarship, and at least three to six (3-6) years of additional experience pertinent to the scope and complexity of the project, including at least one year overseeing the research work of others **OR**

A PhD in criminal justice or related field, and at least two (2) years of additional experience pertinent to the scope and complexity of the project with at least one (1) year overseeing the research work of others **OR**

Equivalent as evidenced by a substantial background in research administration, a history of authoring or co-authoring a body of peer-reviewed publications, and/or some other contribution to a research-oriented accomplishment and an equivalent record of successful administration of research consistent with subject, scope and complexity of the project