
Job Title	Project Coordinator
PVN ID	LE-2410-006499
Category	Research
Location	LEHMAN COLLEGE
Department	CUNY Institute for Health Equity
Status	Part Time
Hourly Rate	\$29.12-\$29.12
Hour(s) a Week	25.00-30.00
Closing Date	Nov 18, 2024 (Or Until Filled)

General Description

The Project Coordinator will be tasked with overseeing the day-to-day operations of our minority health research project. This includes but not limited to managing project timelines, coordinating meetings and events, and providing administrative support for grant-related activities.

Other Duties

- Manage project logistics, including scheduling meetings, preparing agendas, and tracking project milestones.
- Assist in the development of progress reports, and other project-related documents.
- Liaise with research collaborators, community partners, and funding agencies to facilitate communication and collaboration.
- Coordinate data collection efforts, including participant recruitment, data entry, and quality assurance procedures.
- Organize and maintain project-related files, documents, and databases in accordance with data management protocols.
- Assist with literature reviews, data analysis, and preparation of research findings for presentations and publications.
- Provide administrative support for project-related activities, such as organizing conferences, workshops, and training sessions.

Qualifications

- Master's degree in Public Health, Social Sciences, or related field.
- Previous experience in research coordination or project management.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and project management software.
- Knowledge of research ethics and regulatory requirements governing human subjects research.
- Commitment to promoting diversity, equity, and inclusion in research settings.