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<b>Job Title</b>	Part Time Project Coordinator
<b>PVN ID</b>	LE-2508-006954
<b>Category</b>	Research
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	HEAT
<b>Status</b>	Part Time
<b>Annual Salary</b>	\$39,000.00 - \$40,000.00
<b>Hour(s) a Week</b>	0.00-20.00
<b>Closing Date</b>	Oct 06, 2025 (Or Until Filled)

## General Description

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CUNY and Lehman College have a long-standing mission to educate students from diverse backgrounds and is uniquely poised to address health disparities. The overall goal of these community health training modules using a place-based approach (PBE) for Bronx high school teachers on health disparities research-related topics of importance to the Bronx Students, will receive in-class education in tailored quantitative reasoning and analyses, and English composition college level courses combined with summer research practicum boosters. Students and teachers will also participate in health forums with public health and health services practitioners to learn about biomedical careers and pathways. This project is relevant to NIH's mission to enhance health and reduce the burden of illness by providing scientific training and mentorship to high schools that have large populations of underrepresented minorities and underprivileged students.

The Program Coordinator is a part-time position with benefits. The Program Coordinator will work closely with both Principal Investigators (PIs) to manage and coordinate the NIH R25 grant while funding is available. The grant is a planned implementation from 2024-2029. The role may require work on certain Saturdays, after-school hours, and some evenings.

## Other Duties

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The responsibilities and duties include recruitment, outreach, networking, data collection, advisement, and communication.

- Work with PIs and meet with them regularly
- Send and follow-up on emails with MCHS leadership and teachers for meetings regarding the grant
- Monitor budget activities for the R25 grant
- Assist with the reporting and regulatory documents for the grant
- Facilitate recruitment, outreach, and networking activities with MCHS students
- Assist in data collection of baseline, post-intervention and subsample surveys with MCHS students

- Coordinate with parents or legal guardians of participating MCHS students to ensure students' participation and retention in the project
- Oversee student recruitment and retention efforts
- Organize enrichment opportunities
- Identify, plan, and assist in executing Teacher's Professional Development Workshops
- Coordinate with Bronx partners and health practitioners outreach and speaker series for MCHS
- Tasks for the R25 grant that will be needed and assigned
- Other duties as assigned

## Qualifications

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- Bachelor's degree with some graduate education in education, public health, behavioral sciences, social work or related field
- Bilingual proficiency in English and Spanish
- Experience in student advisement and curriculum development
- Strong organizational and communication skills
- Ability to work flexible hours, including weekends and evenings
- Secondary teaching experience preferred
- Research experience required, and health research preferred
- Candidate seeking terminal degrees seeking research or practicum opportunities to contribute to dissertation or research portfolios, are encouraged to apply