

---

<b>Job Title</b>	Community Engagement Core Recruitment Manager
<b>PVN ID</b>	MD-2410-006532
<b>Category</b>	Research
<b>Location</b>	CUNY SCHOOL OF MEDICINE
<b>Department</b>	Office of Research
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$28.75-\$28.75
<b>Hour(s) a Week</b>	0.00-20.00
<b>Closing Date</b>	Dec 30, 2024 (Or Until Filled)

## General Description

---

The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs) and reporting directly to the Community Engagement Core (CEC) director, the Project Manager for Recruitment (PMR) is tasked with enhancing the productivity of RCMI Investigators engaged in community health & health services research. Through coordination with local community & clinical organizations, the PMR will establish a Participant Resource Pool (PRP) to be utilized by pilot study investigators conducting research among low-income and racial/ethnic minority populations. The Recruitment Manager will maintain ongoing PRP relationships by disseminating information on available research studies and grow the participant resource pool by pursuing and forming connections with new community & clinical organizations. The PMR regularly meets with the CEC director, CEC Program Manager, and other key RCMI personnel to provide recruitment status updates and prepare quarterly and annual reports.

## Other Duties

---

- Partners with local community & clinical organizations to establish and maintain the RCMI pilot study Participant Resource Pool
- Assists pilot study investigators with recruitment activities by identifying potential eligible research participants
- Engages and inform the community advisory board to ensure recruitment into a participant resource pool
- Assists in planning Town Hall meetings to address community-specific topics of interest
- Meets regularly with the CEC director and other key RCMI personnel to provide recruitment status updates
- Facilitates activities to complement CEC community engagement and recruitment goals and assist in disseminating knowledge to all community and clinical partners
- Assists in preparing CEC Core recruitment data for annual NIH progress reports
- Communicates with the other RCMI Core Program Managers as needed
- Performs other duties as assigned

## Qualifications

---

- A Master's Degree in a relevant field of study from an accredited institution and at least three to six (3-6) years of additional experience pertinent to community engagement for large community-based participatory research grants focusing on health disparities among racial/ethnic minorities; OR
- A Ph.D. in a relevant field of study from an accredited institution and at least (2) years of additional experience pertinent to community engagement for large community-based participatory research grants focusing on health disparities among racial/ethnic minorities; OR
- A background in community organization and an equivalent record of successful experience pertinent to community engagement for large community-based participatory research grants focusing on health disparities among racial/ethnic minorities; AND
- Possession of the core competencies required at the time of hire; AND
- Timely availability to begin and direct the project core; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration.

### **Core Tasks and Competencies:**

Knowledge of community engagement practices for large community-based participatory research grants as evidenced by previous work experience. Community engagement for large research grants focusing on health disparities among racial/ethnic minorities is preferred;

Ability to partner with community & clinical organizations to establish and maintain a Participant Resource Pool.

Ability to understand pilot project inclusion/exclusion criteria and notify investigators of potential eligible research participants.

Bi-lingual or multilingual. Fluency in languages pertinent to the RCMI catchment area and surrounding

communities is preferred;

Ability to assist Core Directors and other staff in managing CEC recruitment activities for a Large NIH funded grant focusing on health disparities among racial/ethnic minorities;

Ability to assist with the planning and facilitating town hall academic-community engagement events consistent with the CEC Core aims.

Ability to meet deadlines and work within budget constraints;

Ability to exercise intellectual leadership by identifying potential recruitment issues and providing CEC directors with alternate strategies to maintain the participant resource pool if needed;

Ability to integrate Community Engagement Core recruitment functions with other RCMI staff to resolve conceptual or practical issues and ensure a strategy for overall project success;

Ability to work effectively with staff, associates, and internal and external constituents.