
Job Title	Research Manager
PVN ID	MD-2503-006751
Category	Research
Location	CUNY SCHOOL OF MEDICINE

Department	
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	0.00-20.00
Closing Date	Jun 11, 2025 (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, the CUNY School of Medicine (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 direct supervision of the RCMI NYC-MHESJ Research Project Principal Investigator, the Research Manager (RM) will assist in implementing a research protocol to develop and test an online mental health anti-stigma intervention for Chinese American adolescents and parents aimed at improving their mental health service use.

Other Duties

This RM will provide full-scope project management and research support activities toward the overall

administration of the research project. research activities including regulatory compliance, project administration, procurement, and other various day-to-day research activities. Overall duties include, but not limited to maintenance of regulatory documents and IRB submissions; development of research protocols and intervention manuals; assistance in pilot testing of the intervention; coordination of communications and activities with academic and community partners; and meeting/event coordination. The RM provides guidance to research support staff under the direct supervision of the program Principal Investigator.

The successful candidate will have a high degree of professional maturity, commitment to excellence, independence, flexibility, and initiative, and will possess the ability to work collaboratively with diverse individuals, teams, and populations both internally and externally. Further, the RM will work closely with community-based organizations in NYC that serve immigrant populations. This position is expected to be fully in person at CUNY MED.

Qualifications

- Experience in project management including assuring project milestones are met on time and collaborating with multiple stakeholders;
- Excellent time management and organizational skills;
- An exceptional commitment to accuracy and attention to detail;
- Ability to work on a team, as well as independently;
- High degree of flexibility and maturity to work in an innovative, fast-paced environment, and to readily embrace change;
- Sensitivity and experience working with diverse cultural and linguistic populations;
- Ability to travel throughout NYC;
- Experience working closely with immigrant-serving community-based organizations in NYC.

Qualifications

- A Ph.D. in social work, psychology, public health, or another related field from an accredited institution; **OR**
- A Master's Degree in an applicable field from an accredited institution and at least one (1) year of additional research experience pertinent to the scope and complexity of the project, **OR**
- A Bachelor's Degree from an accredited institution in an applicable field and related research assistant work of at least three (3) additional years duration on closely applicable research; **AND**
- Fluency in English, Mandarin Chinese, and/or Cantonese (written, oral); **AND**
- Familiarity and commitment to Chinese-speaking communities; **AND**
- Possession of the core competencies determined to be required at the time of hire.