

Job Title	Project Coordinator
PVN ID	PH-1706-001886
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	ISPH
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 21, 2017 (Or Until Filled)

General Description

The [CUNY Institute for Implementation Science and Population Health \(ISPH\)](#) is hiring a full-time research **Project Coordinator** with experience in the area of HIV Prevention with Men who have sex with men.

Position Description: The role of the Project Coordinator will be to oversee the enrollment and retention of a large US national study of gay and bisexual men who are enrolled via electronic recruitment methods and who complete at-home self-administered HIV testing as well as at-home online surveys.

The Project Coordinator will report directly to the Principal Investigator and will work with the Recruitment Coordinator to ensure the study meets enrollment targets and adheres to the study protocols. The Project Coordinator will supervise research assistants, work closely with the Principal Investigator, and be charged with leading a range of administrative and research activities. This will include submitting IRB amendments, maintaining a dossier of study measures/materials/procedures/manuals, generating reports on enrollment and retention/study progress reports, maintaining rapport with participants as part of retention efforts. The Project Coordinator will be responsible for data analysis, preparation of manuscripts for publication and presentations and dissemination of findings to the community via newsletters, community advisory board meetings, and community-based presentations.

Other Duties

The Project Coordinator must have excellent management, written, verbal, communication and interpersonal skills. This role requires leading meetings, training sessions regarding study protocols, and generating study progress and financial reports for regulatory agencies.

Qualifications

- Doctoral candidate preferred, (minimum of a Master's degree)
- 2 years of training and experience in behavioral research settings (ideally with training/expertise in HIV/AIDS, sexuality, sexual health, and/or with LGBT populations);
- Proficiency with data management and analysis in SPSS essential;
- Proficiency with Qualtrics
- Extensive experience with Microsoft Office and Access database management.

Applicants must be self-starters, highly motivated, and have exemplarity abilities to multi-task.

Salary: Commensurate with experience.

Benefits: Full-time employees have access to range of benefits including health, vision, dental, retirement, paid sick leave and paid vacation.

To apply: Submit a cover letter outlining research experience and resume/CV. CUNY is an equal opportunity employer.