
Job Title	Participant Recruitment and Retention Coordinator
PVN ID	PH-1706-001889
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 **Participant Recruitment & Retention Coordinator (R&R Coordinator)** with experience in the area of HIV Prevention with Men who have sex with men.

Position Description: The role of the Participant Recruitment and Retention Coordinator will be to oversee the identification, 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 R&R Coordinator will report directly to the Principal Investigator and work with the Project Coordinator to ensure the study meets enrollment targets and adheres to the study protocols. The R&R Coordinator will also be charged with developing electronic recruitment materials, negotiating advertising, and tracking all recruitment efforts including cost-effectiveness analyses and response rates.

The R&R Coordinator will work with research assistants, work closely with the Principal Investigator and Project Coordinator, and be charged with leading all activities regarding recruitment and retention. This will include generating reports on enrollment and retention/study progress, maintaining rapport with participants as part of retention efforts, lead study newsletter efforts, leading communication with community groups and the community advisory board.

The R&R Coordinator will deliver presentations and dissemination of findings to the community via newsletters, community advisory board meetings, and community-based presentations.

Other Duties

Qualifications

BS/BA with 2 years of experience digital/community outreach to LGBT communities. The ideal candidate will have some training 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 is preferred; familiarity with Qualtrics a plus. Applicants must be self-starters, highly motivated, have strong communication skills, and have exemplary 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: Please submit a cover letter and resume when applying to this posting. CUNY is an equal opportunity employer.