

Job Title	Project Manager
PVN ID	PH-2201-004489
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

Department

Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 10, 2022 (Or Until Filled)

General Description

The CUNY Graduate School of Public Health and Health Policy (SPH) has a rapidly growing research portfolio, and is recruiting for a part-time Project Manager, whose work will be focused on the managing of a mixed methods project to build community based organizations' capacity to foster health literacy in their New York City communities. There will be opportunities to contribute to and advance data collection and dissemination.

The position start date is January 24th 2022 (or mutually agreed upon) with an 18-month hire commitment. Further extension is dependent on funding availability, performance and research interests aligned with SPH. This can be a partially remote position. The candidate must be based in the metro NYC area and available to come into the field during data collection or as needed. Salary is competitive and commensurate with title and experience.

Other Duties

Specific duties include:

- Oversee day-day study progress on ongoing studies including developing standard operating procedures, and other study protocols
- Contribute to data management and preliminary statistical analyses
- Work closely with the PI and collaborators to perform research and related support activities including (a) development, implementation, and management of research projects; and (b) preparation of drafts of

regulatory protocols and progress reports, manuscripts, budgets, and grant applications

- Responsible for data management and preliminary statistical analysis
 - Function as the point-of-contact for the CUNY side of the project, and handle study related communication, interacting with donors and stakeholders
 - Work with the community based organizations on quality improvement, recruitment, and data collection activities
 - Oversee and train data collectors who are conducting data collection in the field
 - Facilitate recurring conference calls with relevant stakeholders to discuss study progress and study activities
 - Coordinate administrative tasks for the investigator including protocol amendment changes and preparation of IRB documents to send to the regulatory specialist.

Qualifications

The ideal candidate will have:

- PhD or Master's degree (or in progress) in epidemiology, community health, psychology, or similar.
- Extensive knowledge of community-based research, research design, data collection, quality control, and research compliance
- Excellent communication and organization skills
- High level of proficiency in computer applications with extensive knowledge of Microsoft programs and patient tracking databases