
Job Title	Scientific Project Coordinator
PVN ID	PH-2209-005102
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

Department

Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Nov 21, 2022 (Or Until Filled)

General Description

(Campus-specific Information and duties)

Established in 2016 and located in Central Harlem, the CUNY Graduate School of Public Health and Health Policy (CUNY SPH) is committed to excellence in teaching, research and service that creates a healthier New York City (NYC) and helps promote equitable, efficient and evidence-based solutions to pressing health problems facing cities around the world.

Reporting to the CUNY SPH PRI Chief Technical Officer (CTO), the Scientific Project Coordinator will be joining CUNY SPH at an exciting moment in the school's history, as it partners with Columbia University in launching the first ever NYC Pandemic Response Institute (PRI). The NYC Economic Development Corporation (NYCEDC) and Department of Health and Mental Hygiene (DOHMH) selected Columbia University, with CUNY SPH as the key partner, to launch and operate the PRI to help assure that New York City is prepared to meet future health emergencies like COVID-19. **The initial focus of the Scientific Project Coordinator is to provide research support for the programmatic and technical needs of CUNY SPH's PRI activities**

Other Duties

Duties include but are not limited to the following:

- Provide research support to the Chief Technical Officer and to the CUNY SPH PRI Core and the CUNY SPH Cross-Cutting Teams, as directed by the CTO
- Oversee and conduct a range of research and policy related projects that will address the systems that are involved in and affected by pandemics and other public health crises. These include a range of economic, social, environmental, behavioral, biological systems. This will include managing these projects

from idea conception to study design to study execution to interpreting and analyzing any results/output to writing reports/manuscripts and submitting these for publication.

- Oversight of the projects will include organizing, managing, and conducting a range of meetings, presentations, and other gatherings.
- Help to set up and implement administrative and organizational structure for these projects/work.
- Make and give presentations on the project work.
- Support the establishment and management of strategic collaborations with external stakeholders.
- Prepare and write proposals to funding agencies.
- Succinctly and accurately communicate with the CTO and CUNY SPH PRI Team
- Compile and organize data and information and prepare data reports, presentations, memos and other documents
- In consultation with the CTO, establish and maintain database and tracking systems for meeting project milestones and goals
- Assist with all research and administrative activities as directed by the Chief Technical Officer

Qualifications

Bachelor's degree and three years' related experience (or the equivalent) required; Master's degree preferred.

The ideal candidate would have the following interests and skills:

- Adept at writing both science and to the general public
- Interested in working across multiple disciplines
- Interested in systems approaches and how systems connect
- Enjoys working in a collaborative team environment. Research experience, especially in a health-related field
- Impeccable attention to detail and follow through, ability to follow directions, highly organized, able to juggle multiple priorities in a fast paced deadline-oriented environment.
- Friendly, positive and adaptable attitude, with a high degree of professionalism, diplomacy, and the ability to exercise discretion
- Excellent judgement and situational awareness
- Proficiency in Microsoft Office, Excel, PowerPoint and Visio.
- Project management experience
- Demonstrated ability to successfully collaborate with diverse groups of executive, administrative, and technical staff and community partners
- Experience assembling and organizing information into succinct and well-formatted tables, charts, images, and narratives
- Excellent written, technical and verbal communication skills
- Highly motivated self-starter
- Interest in subject matter
- Work experience in government and/or higher education is a plus