
Job Title	COVID-19 project coordinator
PVN ID	PH-2210-005153
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	CUNY ISPH
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 13, 2022 (Or Until Filled)

General Description

The CUNY ISPH has a rapidly growing COVID-19, mental health, and vaccine research portfolio and is recruiting for a project coordinator, whose work will be focused on the managing projects focused on the impacts of US COVID-19 pandemic and public health response, both the national [CHASING COVID Cohort](#), [launched in late March 2020](#) and on a newly funded project designed to increase vaccination among those with depression and anxiety.

The position comes with a one year hire commitment, and further extension is dependent on funding availability and performance. This can be a remote position, and visa sponsorship is available as long as the applicant is currently in the United States. Both full and part-time applicants will be considered.

The mission of The CUNY Graduate School of Public Health and Health Policy is to provide a collaborative and accessible environment for excellence in education, research, and service in public health, to promote and sustain healthier populations in New York City and around the world, and to shape policy and practice in public health for all.

The [CUNY Institute for Implementation Science in Population Health \(ISPH\)](#) was founded on the notion that substantial improvements in population health can be efficiently achieved through better implementation of existing strategies, policies, and interventions across multiple sectors. With that in mind, we study how to translate and scale-up evidence-based interventions and policies within clinical and community settings in order to improve population health and reduce health disparities. The ISPH leads cutting-edge research across a range of topics, including health disparities, HIV, substance use, and mental health. We utilize innovative methods, including large online national cohorts, discrete choice experiments, quasi-experimental methods, visualization dashboards, and cluster RCT / hybrid trials.

Other Duties

- Quickly become familiar with the COVID research portfolio
- Maintain project deliverables and timelines, ensuring projects are on track to complete milestones as scheduled
- Conduct literature reviews and contribute to manuscript development
- Collaborate on, contribute to and support analyses and manuscripts being led by other members of the Chasing COVID Cohort investigative team.
- Contribute to future grant applications and funded projects, as applicable and interested

Qualifications

- MPH preferred or in progress
- Ability to efficiently prioritize and execute tasks independently
- Excellent written and verbal communicator
- Team player (sense of humor is a plus)
- Attention to detail and an eye for identifying issues