Job Title	Research Development Program Administrator
PVN ID	VR-2505-006863
Category	Clerical/Office Services
Location	OFFICE OF VC FOR RESEARCH
Department	CUNY Office of Research
Status	Full Time
Annual Salary	$62,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Jul 21, 2025 (Or Until Filled)

General Description

The City University of New York (CUNY) is seeking a Research Development Program Administrator for the Office of Research (OR). This skilled professional will help compile and manage information, coordinate research-related events such as workshops, training, or meetings, and assist the supervisor and the research development team to support the research community across the University's 26 colleges and schools. The research development program administrator will also work with the team to disseminate funding opportunities and other research-relevant information through proper channels established at CUNY.

In a single integrated system of 26 colleges and schools, the Office of Research is responsible for the leadership of University initiatives that build research capacity for CUNY. Research, scholarly, and creative pursuits are supported through three OR divisions: Research Development and Programs; Innovation and Entrepreneurship; and Research Integrity and Compliance. Jointly, these divisions encourage collaborative and transdisciplinary research innovations; foster startups and commercialization both within and beyond the CUNY community; and ensure adherence to the standards that govern research ethics and sponsored program administration.

Other Duties

In addition to the position overview, other key duties include, but will not be limited to the following:

- Support CUNY's effort in establishing searchable research profiles, such as the effort to build up research Wikidata.
- Support the supervisor and the research development team to compile accurate CUNY domain expert list in key research fields using available tools and information.
- Coordinate and facilitate research events, such as workshops, trainings, meetings, or proposal development discussions.
- Disseminate funding opportunities or other relevant information to specific researchers via established

communication channels.

- Serve as the primary point of contact for inquiries or service requests.
- Collaborate with research event support team at the Office of Research to assist the organization of research-related events, including identifying venues and logistic arrangements.
- Maintain, and update activity databases and task trackers to ensure all documents are processed in an expedited and complete manner.
- Manage records of events and research activities to allow generation of various Key Performance indicator (KPI) reports.
- Support note taking in the meetings to facilitate further discussions.

This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. Laptop may be provided if needed to support working remotely.

While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodation will be made for employees with disabilities or other needs per RFCUNY policies.

Please email alan.shih@cuny.edu should you have any questions regarding this position.

Qualifications

MINIMUM QUALIFICATIONS

- Bachelor's degree with relevant experience.
- Demonstrated ability for advanced critical thinking, independent work process, and initiative.
- Demonstrated ability to exercise superb administrative effectiveness and efficiency in a fast-paced, high-pressured environment with strict deadlines and multiple projects.
- Strong verbal and written communication skills in English.
- Excellent interpersonal and presentation skills.

PREFERRED QUALIFICATIONS

- Experience in administrative works, such as recordkeeping, event organization, and effective use of technology tools.
- Working experience in an academic environment of institutions of higher education.
- Understanding or experiences of CUNY and RFCUNY organizations is a plus.