



Job Title	Program Coordinator
PVN ID	CC-2212-005306
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Chemistry and Biochemistry
Status	Part Time
Annual Salary	\$45,000.00 - \$52,500.00
Hour(s) a Week	26.00
Closing Date	Feb 22, 2023 (Or Until Filled)

General Description

The Graduate Research Training Initiative for Student Enhancement (G-RISE) at The City College of New York is a U.S. National Institutes of Health (NIH)-funded program that seeks to diversify the pool of students who complete a Ph.D. degree in biomedical research fields and to prepare them for careers in the biomedical research workforce. This grant-funded program has an expected duration of 5 years beginning 5/01/20, with the potential for renewal.

G-RISE is recruiting candidates for a part-time Program Coordinator. Reporting to the Program Director and co-Program Director, the Program Coordinator's primary tasks and responsibilities will include:

- Administering the NIH G-RISE grant project, including on-boarding of personnel; processing of payments for personnel, stipends, research supplies, and professional travel; tracking of expenditures; assisting with financial planning;
- Preparing and managing deadlines for periodic programmatic reports to the NIH (RPPR) and institutional officials;
- Soliciting, coordinating and processing applications from prospective G-RISE trainees
- Coordinating in-person and virtual meetings, research conferences and seminars, including audiovisual needs; assisting participants with travel arrangements; scheduling face-to-face and videoconference meetings and conference calls; ordering refreshments; planning agendas
- Serving as liaison with G-RISE trainees, faculty mentors, Advisory Committees, research collaborators and Program Officials at CUNY and the NIH;
- Serving as liaison with fiscal administrators on budgetary and administrative matters, including CCNY Grants Office, CUNY Research Foundation, and NIH;
- Collecting and maintaining records on student recruitment, retention, academic performance, teaching experience, research progress, professional development, graduation, and job placement; liaising with the Project Evaluator.

Other Duties

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- Assisting with the preparation of external grant applications, supplements, and renewals;
 - Maintaining websites and updating brochures for G-RISE;
 - Maintaining G-RISE office area;
 - Performing other duties as assigned by the Director and co-Director

Qualifications

A Bachelor's degree, preferably in a business or technical field, is required; related advanced degrees are welcome. Prior administrative experience supporting a senior-level executive, preferably in a higher education or non-profit environment, is highly recommended.

The ideal candidate will also have:

- Knowledge of RFCUNY and/or CUNY purchasing and personnel procedures;
- Proficiency with standard office software programs such as Word, Excel, Powerpoint; Adobe Acrobat for PDF creation and editing; InDesign; WordPress; e-mail distribution lists; Dropbox; Slack; and Internet usage;
- Strong organizational ability, attention to detail, excellent written and verbal communication skills;
- Ability to work well with faculty, high-level administrators, students and co-workers; prioritizing tasks under pressure of deadlines;
- Initiative, self-starting ability, resourcefulness, sound judgment, professional demeanor;
- Ability to work in-person and remotely, as appropriate.

The City College of New York has a strong institutional commitment to the principle of diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of individuals, including women and under-represented groups. Upon request, reasonable accommodations can be provided for individuals with disabilities.