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Job Title	Program Coordinator
PVN ID	CC-2406-006293
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	Psychology
Status	Part Time
Hourly Rate	\$21.63-\$21.63
Hour(s) a Week	0.00-20.00
Closing Date	Aug 05, 2024 (Or Until Filled)

## General Description

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[TRACC](#), Translational Research Training in Addictions for Underrepresented Groups at City College of New York (CCNY), Columbia University Irving Medical Center (CUMC), and Rutgers University-New Brunswick is looking for a Program Coordinator.

The position is a part-time position, 20 hour/week commitment, and is eligible for benefits through the Research Foundation (RF) of CUNY. Compensation = \$22,500/year (~\$21.63/hr). **Estimated start date:** Early to mid-July. Position is predominantly remote/virtual, with occasional in-person activities and meetings.

**Responsibilities:** The coordinator will provide crucial administrative support to ensure effective program implementation, including, but not limited to coordinating all-program communication, creating, compiling, and tracking program documentation, scheduling meetings, seminars, and workshops, assisting with curriculum development and travel arrangements, and leading weekly Executive Committee meetings. The coordinator will also provide overall administrative and budget support to both the program and the research pilot projects, as well as assist in data collection and analysis to evaluate program effectiveness. They will serve as the primary liaison between the key personnel and grant administration offices at multiple institutions (RFCUNY, Rutgers, and CUMC). They will assist in preparing grant documentation related to grant renewal applications and progress reports.

## Other Duties

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They will assist with other tasks as assigned.

## Qualifications

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**Qualifications:** Applicants should have at least a Bachelors or MA degree in Psychology or a related field and possess the requisite knowledge and experience with many of the administrative and financial activities needed to successfully coordinate the proposed training program. Prior experience providing administrative support to research projects and/or research training programs is preferred.

**About TRACC:**

Funded since 2013 by the National Institute on Drug Abuse, TRACC is an innovative mentorship program that reaches earlier in the “career pipeline” to increase the representation of underrepresented groups in research. TRACC specifically aims to mentor young research scientists in the field of translational addiction research.

More information on TRACC can be found at our website: <https://tracc.ccny.cuny.edu/>