
Job Title	Program Coordinator
PVN ID	LE-2408-006407
Category	Research
Location	LEHMAN COLLEGE
Department	CUNY Institute for Health Equity
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Oct 08, 2024 (Or Until Filled)

General Description

The Program Coordinator position will be a full-time role for the first two years, transitioning to part-time for the next three years. The Program Coordinator will work closely with Principal Investigators (PIs) to manage and coordinate the R25 NIH grant with the Science and Technology Entry Program (STEP) and partnering schools. This role requires work on Saturdays, after-school hours, and some evenings.

Other Duties

- Support the development of teacher modules
- Coordinate with PIs, and STEP on recruitment efforts for the program.
- Monitor budgets and assist with the preparation of reports and regulatory documents.
- Facilitate recruitment, outreach, and networking activities.
- Collect data and provide advisement and communication support.
- Organize enrichment opportunities and track program budgets.
- Oversee student recruitment and retention efforts.
- Collaborate with college departments to ensure program success.
- Plan and implement Teacher's Workforce Development Conferences (1 per year).
- Coordinate with parents or legal guardians of participating HS students.
- Coordinate with NYC Department of Health outreach programs to bring speakers and experts to the participating schools.
- Plan and implement Students Research Conferences
- Other duties as assigned.

Qualifications

- Bachelor's degree or higher in Education, STEM, social work, public Health, or a related field.
- Bilingual proficiency in English and Spanish.
- Some experience in student advisement and curriculum development.
- Strong organizational and communication skills.
- Secondary teaching experience preferred.
- Research experience required, and health research preferred.
- Ability to work effectively during flexible hours, including weekends and evenings.