
Job Title	Lead Administrative Manager
PVN ID	MD-2410-006530
Category	Research
Location	CUNY SCHOOL OF MEDICINE
Department	Office of Research
Status	Full Time
Annual Salary	\$54,715.00 - \$91,190.00
Hour(s) a Week	35
Closing Date	Dec 30, 2024 (Or Until Filled)

General Description

The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, the CUNY School of Medicine (CUNY MED) has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs), the Lead Administrative Manager (LAM) exercises substantial independent judgment to coordinate multiple concurrent aspects of one or more cores for a complex NIH-funded U54 Cooperative Agreement. The lead manager maintains rigorous standards consistent with RCMI design and ensures consistency and compatibility with the overall project goals and deadlines. The LAM oversees and directs the RCMI budget and meets regularly with RCMI Multiple Principal Investigators, Program Managers, and Project Coordinators to set standards, evaluate progress, and establish intermediate goals. Supervises research and technical staff of varying assignment levels and guides other RCMI core managers. Interfaces with high-ranking funding agency and Research Foundation of CUNY (RFCUNY) officials to ensure compliance with all guidelines, policies, & procedures.

Other Duties

- Serves as the administrative point of contact for NYC-MHESJ administrative core and provides leadership to other RCMI Core Managers
- Manages the RCMI budget and provides oversight and guidance to MPIs on project expenditures. Recommends budget modifications and staff reassignments as necessary to ensure the fiscal sustainability of the NYC-MHESJ
- Acts as NYC-MHESJ administrative liaison for internal & external constituents to ensure compliance with all NIH, CUNY, RF CUNY, and CUNY MED guidelines, policies, & procedures
- Coordinates facilitates and oversees the scheduling of RCMI meetings for MPIs, Core-Co-Leaders, Core-Research Staff, and research faculty meetings
- Staffs all Internal and External Advisory Board meetings and National Institutes of Health Program Officer meetings
- Interfaces with the Research Foundation of CUNY's online environment and assists MPIs in navigating RF systems related to Project Budget, Personnel, Contracts and Legal Affairs, Effort Reporting, and Purchasing and requisition
- Participates in a monthly call with the National Institutes of Health Program Officer
- Represents the NYC-MHESJ and travels to the RCMI annual meeting
- Helps schedule and staff the Health Disparities seminar series, retreat, and Health Disparities Conference
- Provides MPIs, Core Directors & project PIs budgetary support and quarterly reports on core expenditures and research projects
- Prepares annual NIH progress reports
- Oversees project completion and final storage/distribution of project records and equipment
- Performs other duties as assigned

Qualifications

- A Master's Degree in a relevant field of study from an accredited institution and at least three to six (3 -6) years of additional research administration experience pertinent to the scope and complexity of large NIH research grants; OR
- A Ph.D. in a relevant field of study from an accredited institution, a record of research, publishing, and scholarship, and at least (2) years of additional research administration experience pertinent to the scope and complexity of large NIH research grants; OR
- A background in research administration and an equivalent record of successful research administration consistent with the subject, scope, and complexity of large NIH research grants
- Possession of the core competencies required at the time of hire; AND
- Timely availability to begin and direct the project; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration

Core Tasks and Competencies:

- Knowledge of management and administration of large NIH Funded program projects, as evidenced by previous experience;
- Ability to monitor and advise MPIs on the administration of a multimillion-dollar project budget consistent

with RF policies

- Knowledge of the research regulatory environment and the requirements for compliance with internal and external constituents' policies & procedures
- Knowledge of and ability to navigate the RFCUNY online environment and systems
- Ability to draft and assist in presenting findings to a community of academic scholars, utilizing professional publications, colloquia, symposia, reports, and expositions consistent with the scope and nature of the RCMI project
- Ability to exercise intellectual leadership in resolving issues, re-conceiving and bringing to the attention of the MPIs opportunities for redirecting project activities if needed
- Ability to integrate NYC-MHESJ objectives with other RCMI Core Program Managers to resolve conceptual or practical issues and ensure a strategy for overall project success
- Ability to communicate effectively with project staff and internal & external constituents as evidenced by exceptional verbal & written skills
- Ability to organize and supervise the work of administrative and support staff
- Ability to train effective, qualified staff; ability to monitor and evaluate the work of others, consistent with RF policies and contracts
- Knowledge of the basic/clinical/translational research enterprise
- Possesses a deep understanding of the role that disparities and diversity play in academic medicine
- Ability to work with constituents from underserved and resource-constrained environments
- Authentic passion for CUNY MED's mission