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<b>Job Title</b>	Research Coordinator
<b>PVN ID</b>	MD-2410-006537
<b>Category</b>	Research
<b>Location</b>	CUNY SCHOOL OF MEDICINE
<b>Department</b>	Office of Research
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$28.75-\$28.75
<b>Hour(s) a Week</b>	0.00-20.00
<b>Closing Date</b>	Dec 31, 2024 (Or Until Filled)

## General Description

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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.

Reporting to a RCMI NYC-MHESJ Research Project Principal Investigator, the research coordinator (RC) will assist in carrying out a research protocol designed to explore and reduce health disparities among the Hispanic/Latino communities in New York. The RC will directly liaise with external community partners at the Parkinson's Foundation and JCC and be directly involved in the communications with Hispanic patients and community health workers (promotores de salud), to develop the programs for education as well as monitoring and with JCC for coordination and development of outpatient programs. The RC will also assist the Parkinson's Foundation with the creation of culturally appropriate training programs for the promotores de salud focused on Parkinson's basics and research participation.

## Other Duties

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- Support the development of outreach, education, recruitment and retention strategies for promotores de salud and Hispanic/Latino trial participants
- Implement outreach strategies and deliver training programs to select promotores de salud serving the Hispanic/Latino communities of New York
- Build and maintain relationships with promotores de salud to monitor activities within the community and to identify the needs and priorities of patients and caregivers
- Build, develop, and maintain relationships among Parkinson's constituency, including people living with Parkinson's disease, health care professionals and other stakeholder groups to advance project goals within Hispanic/Latino communities in New York
- Develop a tracking and reporting process for outreach activities of promotores de salud, maintain records and prepare reports for project partners and stakeholder groups to show progress toward goals
- Assist in monitoring and maintaining participation in trials and collect patient feedback
- Provide support with data collection, assessment and evaluation of programs including testing the effectiveness of recruitment strategy for both trials
- Coordinate activities with JCC for the development of outpatient programs for the Hispanic community
- Follow protocols for gathering qualitative and/or quantitative data, and archiving data as needed
- Keep accurate, well-organized records
- Perform other duties as assigned

## Qualifications

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- A Ph.D. in an appropriate field of study, or specialty, from an accredited institution, OR
- A Master's Degree in an appropriate field of study, or specialty, from an accredited institution, and at least (1) years of additional research experience pertinent to the scope and complexity of the project, OR
- A Bachelor's Degree from an accredited institution in a field closely applicable to the subject of the project and related research assistant work of at least three (3) additional years duration on closely applicable research; AND
- New York State Resident; AND
- Fluent in English and Spanish; AND
- Possession of the core competencies determined to be required at the time of hire;
- Familiarity and commitment to Spanish-speaking communities (Preferred).

## Core Competences

- Experience working with non-profit organizations to build & implement academic-community partnerships, as evidenced by previous work experience
- Effective written, oral, presentation, and interpersonal communication skills with internal & external constituents, as evidenced by exceptional verbal & written skills
- A proven track-record of effective community outreach, collaboration and partnership building, as evidenced by previous work experience
- Ability to work with individuals from diverse ethnic and socioeconomic backgrounds as evidenced by previous work experience
- Strong ability to develop and execute work plans, manage multiple projects, and prioritize tasks, as

evidenced by previous work experience

- Ability to work evenings and weekend hours as required by the protocol
- Ability to travel throughout New York City