
Job Title	Research Technology Manager
PVN ID	MD-2412-006604
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 31, 2025 (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 both their Bachelor of Science and Doctor of Medicine degrees in seven years. The CUNY School of Medicine also offers a Master of Science degree in Physician Assistant Studies. Our mission is to provide access to medical education for talented individuals from social, ethnic and racial backgrounds historically underrepresented in medicine, and to develop health professionals committed to practicing in under-served communities with a special emphasis on reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Award from the National Institutes of Health, CUNYMed has established the New York Center for Minority Health Equity and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting historically 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 development of the next generation of scientists focused on diseases that disproportionately affect minority populations.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs), and reporting directly to the Research Capacity Core (RCC) director, the Research Technology Manager (RTM) will manage the responsibilities and services of the Research Technology Resource and associated user training programs. These duties include coordinating the setup and operations of the Research Technology Marketplace – an online portal for access to major research equipment and core facilities. The RTM will coordinate the Principles and Practice (P&P) Workshops by which students, staff and faculty gain working knowledge and skills in use of various equipment, applications, and methodologies. The RTM will help in developing specifications for the marketplace, maintain records of memoranda and any incentives shared with owners/hosts of equipment that are brought into the marketplace, coordinate with hired developers to setup the marketplace web portal, and monitor the functionality of the marketplace. The RTM will facilitate and organize the P&P Workshops, including liaising with invited workshop conductors, setting up for the workshops,

organizing the hands-on sessions, and maintaining records of participants and other data collection tasks involving the RT Resource. The RTM may undertake training activities to acquire operational skills in the technologies under the Resource, and will be available to train campus wide users as need arises. The Manager will serve as the point-of-contact to facilitate access to the Resource for research project PIs, early-stage investigators, and other campus users, including strategies to ensure that those who should benefit from special access provisions receive such incentives. They will coordinate purchasing of equipment and supplies, maintain records for equipment preventive service, and ensure processing of facilities usage fees in accordance with memoranda of understanding with equipment “owners” as well as institutional policies and procedures. The Tech Manager will work with departmental and school-level equipment or core facility operators who will continue to run day-to-day operations and upkeep of individual facilities.

Other Duties

- Directs and coordinates the project administrative and support staff regarding facilities, equipment usage, work assignments, IT priorities, etc.
- Coordinates the work of various review Boards
- Arranges demonstrations of applicable state-of-the-art technology
- Enforces protocols for maintenance of safety and for research on human subjects or laboratory animals
- May be delegated responsibility for communicating with the Center Director on specific matters under the supervision of the Core Director and oversight committee
- Meets with senior researchers to review purchasing and project deadlines; may be designated to act in Budget and HR matters on behalf of the Core or Center in meetings with RF administrative officers
- Oversees project completion and final storage/disposition of project supplies and equipment
- Performs other duties as assigned

Qualifications

- A Master’s Degree in a STEM field of study with at least three years of laboratory-based experience pertinent to the multidisciplinary scope of research at the CUNY School of Medicine, CUNY City College, and CUNY Advanced Science Research Center; **OR**
- A Ph.D. in in a STEM field of study with at least one year of laboratory-based experience pertinent to the multidisciplinary scope of research at the CUNY School of Medicine, CUNY City College, and CUNY Advanced Science Research Center
- Experience in managing research equipment and facilities in a biomedical, engineering or basic life science setting
- Proficiency in developing and managing online systems for equipment access and reservations
- Strong organizational and project management skills
- Excellent communication and interpersonal skills
- Ability to multitask and work collaboratively with a diverse team of researchers and technical staff
- Attention to detail and a commitment to maintaining high standards of accuracy and reliability
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment

Core Competencies

- Extensive knowledge of a laboratory-based STEM field pertinent to multidisciplinary STEM and biomedical research areas, as evidenced in areas of study, teaching, publication and/or research background
- Ability to draft and assist in presenting research findings to a community of scholars in the field, utilizing professional publications, colloquia, symposia, reports, demonstrations, performances, etc.
- Ability to meet deadlines and work within budget constraints
- Ability to exercise intellectual leadership in resolving technology resource issues, re-conceiving and bringing to the attention of the Director opportunities for redirecting project activities if needed
- Ability to integrate a large or complex project with the work of other Project Associates or researchers in order to resolve conceptual or practical issues and ensure a strategy for overall project success
- Ability to develop and monitor budgets consistent with institutional policies
- Ability to identify training needs and arrange training for researchers and fellows in the techniques and applications important to the biomedical or health disparities research fields
- Ability to work effectively with internal and external constituents
- Knowledge of protocols for safe conduct of research, including but not limited to the handling of toxic substances, the study of animal subjects, and the establishment of safety reporting procedures