Job Title	Investigators' Hub (I-Hub) Coordinator
PVN ID	PH-1810-002765
Category	Clerical/Office Services
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

Department	CIMH
Status	Full Time
Annual Salary	$30,000.00 - $80,000.00
Hour(s) a Week	35
Closing Date	Dec 09, 2018 (Or Until Filled)

General Description

The Center for Innovation in Mental Health (CIMH) at the City University of New York Graduate School of Public Health and Health Policy is seeking a **Research Associate** to serve as an **Investigators' Hub** (**I-Hub) Coordinator** to support the coordination of a community-academic research collaborative for ThriveNYC. CIMH is the academic and evaluation arm of the NYC Department of Health and Mental Hygiene Mental Health Innovation Lab (DOHMH MHIL). CIMH provides coordination between DOHMH and other researchers, investigators, and academic institutions, as well as direct research and evaluation services to assist DOHMH on all aspects of mental health quality improvement, technical assistance, evaluation, best practices dissemination, and data development, analysis, and management related to ThriveNYC. As part of the City University of New York School of Public Health, CIMH hosts training activities for CUNY students and the public including a Mental Health Methods Series, the Interdisciplinary Academy for Professional Development in Mental Health, and quality improvement initiatives. CIMH has extensive experience and a team of experts in quality improvement, qualitative and quantitative evaluation and operations.

Other Duties

A core activity for CIMH is to support the promotion and coordination of the ThriveNYC Investigators' Hub (I-Hub), a platform for local, national, and global investigators to engage in research and evaluation of ThriveNYC initiatives with the goal of improving ThriveNYC impact while enhancing novel scientific and practical contributions to the mental and behavioral health and population health implementation science fields. Working with the CIMH Deputy Director for Research and Evaluation and other staff, this position is responsible for conceiving and implementing an innovative and effective I-Hub engagement promotion strategy. The position will also oversee the operational management of the research proposal submission process, including the effective matching of investigators to initiatives, coordination of conferences and events, and ensuring that I-Hub activities are coordinated successfully with ThriveNYC's overall research and evaluation strategy, which includes providing technical assistance to ThriveNYC initiatives in program

evaluation. In addition to serving as the I-Hub Coordinator, this position also provides opportunity to conduct research and evaluation work related to ThriveNYC. Research associate will be expected to have conduct analyses, write manuscripts, manage specific evaluation projects, put together research presentations, and contribute to grant development.

Please submit cover letter, CV and writing sample.

Qualifications

Core Competencies

- Expertise with health and mental health delivery systems which includes health care operations and services; implementation science, community-based participatory research methods, evidence-based practices, health services research, quality improvement;
- Experience collaborating with diverse community, health care system, academic, and policy stakeholders
- Quantitative and/or mixed methods research skills including ability to use statistics software program such as SPSS or STATA; Atlas.ti or Dedoose; qualitative methods;
- Experience with grant development and management. Successful record of obtaining grant / contract funding from diverse sources;
- Ability to promote the development of an active and coordinated body of research across a diverse community of investigators, programmers, and institutions;
- Ability to offer technical assistance to develop monitoring and evaluation plans with appropriate measures, processes for data collection, analysis and write-up, and provide guidance on effective implementation in diverse programmatic contexts;
- Ability to provide technical assistance to operationalize research projects (e.g., submit IRB applications, establish data storage and use protocols and agreements);
- Experience designing and/or ability to oversee the management of website platforms (e.g., Wix, WordPress);
- Ability to organize and effectively direct the work of a team of researchers and support staff, including external partners and constituents, in achieving the goals of the project within deadlines and budget constraints;
- Ability to exercise intellectual leadership in resolving issues, re-conceiving and redirecting project activities as needed, and maintaining clarity of goals;
- Ability to train and direct junior research and program staff in the techniques, applications, and practices pertinent to the projects;
- Ability to communicate effectively and convey concepts, processes, and statistical findings to other researchers, supervisors, students, sponsors, administrators, and (importantly) the public or a non-expert audience;
- Ability to listen and respond to the concerns/ideas of partners and stakeholders;
- Ability to author, publish, and present findings to a community of scholars in the field, utilizing professional publications, colloquia, symposia, reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor.

Qualifications

- An earned Ph.D. in an appropriate field of study (psychology, psychiatry, social work, nursing, public health, etc.) from an accredited institution, a record of research, publishing, and scholarship in a related field, and not fewer than three (3) years of experience working within the subject, scope and complexity of this project, of which at least one (1) years have been overseeing the research work of others, OR
- Demonstrated experience of successful management in appropriate fields;
- Possession of the core competencies determined to be 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 as evidenced by signing an attestation at the time of employment.