
Job Title	CUNY Life Sciences Program Coordinator
PVN ID	VA-1801-002333
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Research
Status	Part Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	30.00-35.00
Closing Date	May 24, 2018 (Or Until Filled)

General Description

The CUNY Office of Research, in collaboration with the Office of Workforce Partnerships, has formally launched a multi-campus life sciences initiative, the CUNY Life Sciences Network. This initiative will focus on developing a community of CUNY faculty, staff, and students interested in advancing life science research & education and building a 21st Century life science talent pipeline. Activities of the initiative will include updating and developing new curricula and programs in both the basic and applied sciences, and better connecting students and graduates to internships and jobs in New York City's life sciences sector. Additionally, CUNY plans to continue expanding the number of paid private sector internships offered to CUNY life science students at startups, medium, and large companies throughout the city. The office is seeking a motivated and customer service-oriented individual with excellent organizational skills to assist with the management of the CUNY Life Sciences Network and its various projects, with a particular focus on the development and maintenance of college-level relationships and talent recruitment processes to support these new internship and employment opportunities.

Other Duties

Reporting to the Director of Special Research Programs, the Life Sciences Program Coordinator will be responsible for the following tasks:

- Support the Director of Special Research Programs with day to day management and oversight of life science programs and initiatives;
- Assist with program data collection, outcomes monitoring, and evaluation;
- Acting as a central point of contact for college partners, central office staff, external partners, and other stakeholders regarding the work and activities of all Central Office life science programs, including facilitating effective coordination and collaboration between and amongst stakeholders;
- Providing support to the CUNY Life Sciences Council (an advisory committee made up of CUNY faculty

and staff), including scheduling, taking meeting notes, and monitoring the progress of related projects and initiatives to ensure strategic goals are achieved;

- In collaboration with the Office of Workforce Partnerships, assist in promoting internship and job recruitment opportunities and recruiting CUNY life sciences students for those opportunities;
- Where appropriate, providing technical assistance and oversight to Life Science Network sponsored programs to ensure that established project outcomes are being met and properly documented;
- Help plan and coordinate the CUNY Life Sciences Meetup and manage related social media and communication activities;
- Represent the CUNY Life Sciences Network to both internal and external audiences as needed;
- Attend relevant life science evening and weekend events 2-3 times a month;
- Other related responsibilities as assigned.

Qualifications

- Bachelor's degree preferred.
- 2+ years of experience in employer relations, career development, human resources or a related area, including one (1) year of program/event coordination experience.
- Academic background or experience in the life sciences strongly desired.
- Experience working with diverse college students.
- Excellent planning, organizational, and project management skills. Must demonstrate the ability to manage timelines/deadlines and to achieve key milestones successfully.
- Should be comfortable working in a fast-paced environment. Must be detail-oriented.
- Strong communicator with good interpersonal skills; comfortable establishing and building good, productive working relationships with a variety of people across all levels (executive to peers, industry, as well as internal and external stakeholders).
- Understanding and some experience managing social media accounts including developing/curating content such as tweets, videos, and pictures required.
- Excellent problem-solving skills. Comfortable taking initiative and/or addressing different issues as needed; able to think on one's feet and use good judgment to quickly analyze and solve unexpected problems.
- Strong writing skills. Capable of delivering polished written content for websites, Powerpoint presentations, and other materials.
- Technology Savvy—Comfortable and familiar with technology including social media, web-based applications and data systems, and computers. Intermediate to advanced MSWord, Excel, and Powerpoint; comfortable designing graphs and charts and incorporating graphics.
- Willingness to attend evening or weekend events 2-3 times a month.