JOB OPENING: Study Coordinator with the Division of General Internal Medicine, Albert Einstein College of Medicine/Montefiore Medical Center (Bronx, NY)

COMPENSATION: TBD (commensurate with education and experience)

The Study Coordinator will work full-time (40 hours/week); time will be split between two separate projects. The first is an NIH-funded pilot randomized controlled trial to test a clinic-based adherence intervention among HIV+ women. The second is a CDC and NYS DOH-funded project to develop and test an intervention to increase access to and uptake of HIV pre-exposure prophylaxis (PrEP) among cisgender and transgender women involved in street-based sex work. (PrEP is a new HIV prevention strategy that involves taking one pill a day to stay HIV-negative.) Each study seeks to recruit about 40-60 participants. Data will be collected from medical records and research visits. Research visits include computerized interviews and possibly collection of biological specimens.

Responsibilities:
- Coordinate most aspects of the research project with investigators, data managers, and community partners
- Work with Principal Investigator (PI) and Project Director (PD) to develop and update study protocols, including preparing protocol amendments to the Institutional Review Board as needed
- Work with PI and PD to develop recruitment strategies and manage tracking database.
- With PI and PD, develop and program survey instruments including web-based surveys (e.g., Qualtrics or RedCap)
- Participant recruitment
- Conduct research study visits which will include supervising participant computer-assisted self-interviews and possibly collecting, testing (if indicated), and transporting biological specimens. Oversee that research visits are carried out consistently with protocols
- Assist in coordinating, managing and analyzing data; perform regular audits to ensure that collected data are complete and accurate, and research protocols are being followed
- Participation in weekly research team meetings
- Facilitate study-related financial transactions.
- Assist in drafting reports, preparing conference abstracts, and presentations related to the project
- Basic descriptive and possibly inferential statistical analyses using SAS or Stata
- Qualitative research methods: conducting individual semi-structured interviews, coding of qualitative data in NVivo or Dedoose, and thematic analysis
- Literature searches
- Assistance with manuscript and grant writing
- Management of project day-to-day operations and administrative tasks
- Other duties as assigned

Experience and Educational Background:
• Bachelor’s Degree and at least 2-3 years of previous research or programmatic experience in public health or related field required. Master's Degree in Public Health, Psychology, or related discipline preferred.
• Background knowledge/experience/advocacy in community-based research and/or in the realm of HIV prevention among women, particularly, women from marginalized groups such as trans women and sex workers preferred.
• Quantitative research experience, including quantitative survey programming and data management strongly preferred.
• Qualitative research experience (conducting individual interviews, facilitating focus groups, coding and analyzing qualitative data) preferred.
• Quantitative analytic skills and prior coursework, including expertise in independently performing basic descriptive and inferential analyses (e.g., chi-square tests, logistic regression) in SAS or Stata preferred.

Skills and Competencies
• As part of a team, must be able to manage multiple tasks and priorities, work independently with minimal supervision, and adhere to study protocol.
• Familiarity with Microsoft Word, Access, Excel, and SAS or Stata.
• Excellent interpersonal, organizational, and communication skills particularly in working with individuals from underserved or marginalized communities; detail oriented and professional.
• Fluency in English and Spanish preferred.

If interested, please email your curriculum vitae, a description of your interests and experience related to the position, and contact information for 2-3 references to Dr. Oni Blackstock at obblackst@montefiore.org. Submissions will be reviewed on a rolling basis until the position is filled.