

Project Coordinator Position in the Gender-Based Violence Laboratory

We are looking for someone to join our research team at Hunter College of the City University of New York (CUNY). The Gender-Based Violence Research Laboratory (berkelaboratory.com) is seeking to hire a part-time (19 hr/week) project coordinator to work under the direction of Danielle Berke, Ph.D. on an ongoing NIH-funded study. This study examines trajectories and markers of risk and resilience among transgender and gender diverse trauma survivors using a multimethod longitudinal approach to assess the impact of daily discrimination and traumatic stress responses on recovery. Opportunities for authorship on presentations and/or publications are available. Mentorship is highly valued in the lab and provided by the PI.

Responsibilities include:

- participant recruitment, enrollment, and scheduling
- data management and organization
- programming survey distributions
- supervising undergraduate research assistants
- organizing biological sample shipments
- picking up biological samples from participants around New York City
- grant management
- general administrative tasks – ordering supplies, scheduling meetings, etc.

Requirements: We are seeking an energetic, detail-oriented, highly organized and efficient, and research savvy individual with the ability to work and problem-solve independently (following training) to support this research study.

Fully remote work is not possible for this position. Applicant must be in the NYC area and be willing to make regular trips across the five boroughs to pick up biological samples from participants. A combination of in-person and remote work may be considered. A BA/BS in psychology or related discipline and minimum one year experience working in a research laboratory is required. Those with background/interest in working with sexual and/or gender minority populations and communities encouraged to apply.

Anticipated start: August 2022

Duration: 2 years (a second year is secured after a successful first year review). This position would be ideal for someone interested in pursuing a Ph.D. in Clinical, Counseling, or Social Psychology.

Inquiries: Resume/CV with accompanying cover letter describing research interests and career goals should be sent to Madeleine Tuten at madeleine.tuten33@myhunter.cuny.edu with the subject line “Project Coordinator”. Applications will be reviewed on a rolling basis and will be reviewed until the position is filled.