**Project Coordinator, Center for Computational Psychiatry**

The Center for Computational Psychiatry (CCP) at the Icahn School of Medicine at Mount Sinai (https://icahn.mssm.edu/research/center-for-computational-psychiatry) is seeking to fill a Project Coordinator Position. The CCP aims to use computational models to directly address both mechanistic and clinical questions for neuropsychiatry. Current research topics at the CCP range from addiction to eating disorders to personality disorders, and from basic mechanistic studies to therapies and interventions. CCP is one of the first research organizations in the world that houses computational modelers, psychiatrists, clinical psychologists, and experimental neuroscientists in one integrated physical space.

**Job requirements:** The Project Coordinator will support the Center for Computational Psychiatry's research, programming, and day-to-day operations across multiple laboratories and teams. Responsibilities include:

1. Managing paperwork and administrative processes related to cross-lab and center-wide research, including grant preparation and submissions through InfoEd, funding requests, and coordination with institutional offices
2. Coordinating logistics related to cross-team projects like developing project trackers and systems to manage timelines and communications
3. Coordinating center-wide academic programming and events, including speaker series, work-in-progress sessions, seminars, workshops, conferences, and faculty meetings.
4. Supporting center-wide communications and community engagement, including management of internal communication platforms, announcements, surveys, and outreach, and serving as a point of contact between teams
5. Operational and logistical management of building and office needs, including research and testing spaces, equipment, technology, supplies, access, and coordination with facilities and institutional partners.

A two-year minimum commitment is required.

**Qualifications**: Bachelor's degree in any area is required.

Experience with any of the following would be an added advantage:

- prior experience in grant preparation, grant management or grant administration
- experience planning and coordinating academic, professional, or research events
- any other types of complex project planning and management

The candidate must have strong organizational, communication, and interpersonal skills, the ability to manage multiple projects and competing priorities, the ability to work effectively with diverse teams, a willingness to take ownership of complex tasks and work independently, strong attention to detail, and a strong work ethic.

Interested candidates should send a one-page cover letter and CV to olivia.lauri@mssm.edu