



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: PN0295

Date: 05.05.2021

PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Project Administrator

DEPARTMENT:

**Psychology
Rose Hill**

POSITION SUMMARY:

The [Mood and Behavior Laboratory](#) at Fordham University seeks to hire a full-time Project Administrator for an NIH-funded study on sleep, cognition, and suicidality. The Project Administrator will work with the research team to provide both research and administrative support to this project. This will include coordinating the daily activities of the study and working closely with investigators to ensure all project goals and tasks are effectively planned and executed on schedule.

The project administrator will have their own desk and computer in a shared office space in the Psychology building at Fordham University's Rose Hill Campus, but also will travel to the recruitment site, located within walking distance of campus. The Project Administrator will work 35 hours per week, which may include 1-2 evenings a week (planned in advance and with start time adjusted) to accommodate participant schedules.

RESPONSIBILITIES:

- Recruiting research participants utilizing community partnerships
- Overseeing daily operations of the research project, including screening, enrolling, and scheduling study participants
- Conducting clinical interviews in English and Spanish
- Serving as point of contact for individuals interested in participating in the study
- Reviewing participant self-report data on a daily basis and conducting suicide risk assessments, as needed, under the supervision of a licensed psychologist
- Coordinating and collaborating with a team of graduate and undergraduate student researchers who will support the project
- Preparing and submitting summary reports on project recruitment and data collection efforts to the research team and funding agencies
- Translating study materials into English and Spanish
- Filing necessary reports and communicating with funding agency and offices responsible for participant safety

QUALIFICATIONS:

- Master's Degree in psychology, health, or related field OR a bachelor's degree with a minimum of one (1) year of experience in a research or clinical setting
- Fluent in English and Spanish
- Experience with psychology or health-related research
- Experience with Microsoft Office, Google Suite, spreadsheets, Zoom
- Excellent organizational skills and attention to detail
- Strong interpersonal skills to develop and maintain rapport with recruitment site staff and participants, as well as to communicate with a large research team
- Self-directed with demonstrated ability to work independently and as part of a team
- Ability to coordinate and monitor a team of research staff

The following skills will confer an advantage, but are not necessary to receive consideration:

- Prior experience working with Hispanic/Latinx communities in the Bronx
- Prior experience working with psychiatric populations
- Clinical interviewing experience
- Management of grant-funded research projects
- Experience with Qualtrics or other survey software
- Experience with wearable sensors (e.g., Actiwatch)

SALARY:

Commensurate with experience

FLSA CATEGORY:

Non-Exempt

START DATE:

ASAP

**SEND LETTER, CURRICULUM VITAE
AND 3 PROFESSIONAL REFERENCES:**

Dr. Peggy Andover
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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.*