

Project Manager

Culture and Health Promotion of Minority Youth & Families (CHamP) Lab
Teachers College, Columbia University

We are seeking a Project Manager to begin in Fall 2023. This is a full-time paid position with benefits, renewable annually for up to 3 years. Primary duties will be to support a grant-funded project on the adaptation and implementation of a family-based suicide prevention for Asian American adolescents. The Project Manager will support the principal investigator and research team with participant recruitment, screening and tracking, data collection, and incentive procurement/reimbursement. Research tasks also include managing IRB applications and data management and analytic programs (e.g., SPSS, Excel). The Project Manager will be directly supervised by Dr. Cindy Huang (Director of CHamP Lab). The Project Manager will also work collaboratively with a team of masters, doctoral, and postdoctoral trainees and have the opportunity to explore their own research interests. This will include opportunities to present at national research conferences and participate in manuscripts for publication.

Project Manager Responsibilities:

- Assist with organization and coordination of ChamP Lab projects
- Preparation of research materials (e.g., IRB protocol, recruitment flyers)
- Assist in participant recruitment and screening of potential participants
- Maintain and track participants
- Attend weekly meetings with Dr. Huang

Required Qualifications:

- Excellent verbal, written, and interpersonal communication skills
- Research experience collecting and managing data
- Experience with participant recruitment and/or engagement
- Previous experience with administrative work tasks
- Experience with Excel/Google Sheets, statistical and database software (e.g., Qualtrics, SPSS)
- Ability to work well both independently and collaboratively on complex tasks
- Experience with quantitative data
- Ability to work collaboratively with a team

Preferred Qualifications

- Mandarin Chinese fluency (oral, written)
- Previous experience working as a project/lab coordinator

Salary:

This position pays \$55,000/year with full benefits, including health, vision, dental, and PTO. Professional development funds may also be available. The position is renewable annually, for up to 3 years (pending performance review and funding).

To apply, interested individuals should submit their CV and cover letter to Dr. Cindy Huang (cindy.huang@tc.columbia.edu). Please also provide the phone number and email address of a minimum of two professional references. Applications will be considered on a first come, first serve basis, and interviews will take place immediately.