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Program Administrator

2020-7111

4 months ago

US-NY-New York **Department** Pediatric Dentistry (Administrators) **School/Division** College of Dentistry (DN1032) **Compensation Grade** Band 52
Union N/A **FT/PT** Full-Time **Category** Development/Sponsored Research/Grant Writing

Position Summary

Work closely with the HRSA Faculty Development and Loan Repayment Program project director to ensure all milestones are being met in accordance to the guidelines set in the grant work plan. Facilitate project meetings, evaluations, budget monitoring, special projects and events, and ensure the timely submission of deliverables and required HRSA reports. Support department and its collaborators in identifying and completing clinical and health services research projects. Assist in providing students with sufficient clinical learning opportunities to complete their academic training. Manage program budget. Prepare budget recommendation. Control and authorize expenditures. Analyze budget reports and prepare projections.

Qualifications

Required Education:

Bachelor's degree

Preferred Education:

Masters in Public Health

Required Experience:

At least two years' experience coordinating a health related program such as community outreach programs or an education program within higher education or equivalent combination.

Preferred Experience:

Experience in the administration of community-based health services such as a community outreach program within higher education.

Required Skills, Knowledge and Abilities:

Ability to coordinate multiple projects simultaneously. Resourceful in identifying partnership and funding opportunities. Excellent organizational skills with strong individual initiative. Very good interpersonal skills and ability to work with a variety of personalities and populations. Excellent writing skills. Ability to identify promising research opportunities. Strong computing skills.

Preferred Skills, Knowledge and Abilities:

Grant writing and administration skills. Strong presentation skills. Knowledge in budget management. Familiarity with Article 28 and related health protocols.

Additional Information

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