



The School of Medicine and Health Sciences at George Washington University is recruiting a part-time (30 hrs/wk) **Research Program Administrator** to support GW SMHS's Two in One: HIV + COVID Screening and Testing Model. The Two in One Model is a national educational intervention designed with a combined health and racial equity lens for U.S. primary care practitioners (PCPs) to routinize HIV screening and COVID vaccine screening for all of their patients.

The program is managed by faculty in the Department of Clinical Research & Leadership and is part of a grant-funded initiative to improve the capacity of PCPs to make culturally responsive and nonjudgmental communication about COVID vaccine and HIV screening and testing with their racial, ethnic, sexual, and gender minoritized patients routine.

Summary:

The Research Program Administrator focuses on providing research program support and post-award management. Under the direction of the principal investigator, this position will oversee and administer activities associated with training and education, project planning, development of educational activities, and ensuring pre-established research activities and regulatory requirements are followed. This position often maintains fiscal responsibility, as well as coordination and outreach to research teams and community stakeholders, in order to assist in maintaining standard operational efficiencies. This position supports required reporting and regulatory processes, and participates in dissemination of program outcomes. This position makes recommendations to policy and procedure. This position manages day-to-day operations to ensure research success.

Duties:

- Oversees and administers program activities, which includes project planning, development of training, research, and educational activities, monitoring of pre-established program aims, compliance with regulatory requirements, and reporting.
- Promotes program capacity by managing outreach, training/orientation, and relationship development with stakeholders within and external to the University. Stakeholders include national program partners (e.g., national medical associations, patient advocacy groups, community health organizations, and academic medical centers).
- Ensures the seamless, efficient day-to-day operations. Directs financial management of the program activities (e.g. expense management, budgeting, procurement, data collection, and communications) and serves as the primary administrative point of contact. Oversees allocation and distribution of student hires and speaker honorariums.
- Assists with development and submission of scholarly works to disseminate or advance program outcomes, such as posters, presentations, reports, research proposals, and publications; Supports development, submission, and revisions to human protections applications and supplemental grant reports.
- Performs other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Minimum Qualifications: Qualified candidates will hold a BA/BS in a related discipline. Degree must be conferred by the start date of the position.

Preferred Qualifications:

- Strong verbal and written communication skills
- Ability to prioritize tasks, maintain a high degree of organization, and detail oriented
- Proficient computer skills and In-depth knowledge of Microsoft Office, Adobe Acrobat, Google Suite, and Videoconferencing software (Zoom, WebEx etc.).
- Experience with CANVA, REDCap, and/or Website CMS (Drupal) is a plus

Interested applicants should email a Resume/CV and Cover Letter to
twainone@gwu.edu