



**About SJIPH:** The SJIPH, established in 2018 through a state grant received by the Rowan University / Rutgers – Camden Board of Governors, supports collaborative research aimed at addressing health disparities among underserved populations in both rural and urban communities in New Jersey’s southern counties.

SJIPH is currently in the process of awarding their third annual round of grant funding, during which \$500,000 will be made available to community-based research teams. The institute awarded \$230,000 to 11 projects in cycle 1 and \$387,000 to 11 different projects in cycle 2 in the South Jersey region.

**Position:** Operations & Research Coordinator (Part-time)

**Supervisor(s):** Dr. Nicole Vaughn, Associate Professor, School of Nursing and Health Professions, Rowan University Corey Hoffman, MPA, Academic Programs and Research Coordinator, RURCBOG

## **RESPONSIBILITIES:**

The Operations & Research Coordinator will:

- Assist in coordinating and organizing materials for SJIPH research funding initiatives
- Assist with crafting announcements, triaging grant proposal submissions and writing draft narrative progress / evaluation reports under direction of faculty advisor
- Identify, review, organize and synthesize information from published literature and web-based resources on a broad range of health disparities issues
- Prepare draft sections of summaries, reports, presentations, and website copy under direction of faculty advisor
- Communicate and field questions from potential applicants and funded grantees
- Organize and manage submitted applications, proposals, forms and other accepted materials
- Coordinate, meet and work with appropriate personnel and community stakeholders internal and external to ensure project deliverables for funding initiative
- Work with databases to summarize research projects impact under the supervision of faculty advisor/co lead(s)
- Be present for and have the ability to coordinate, co-facilitate and lead virtual and some in-person meetings, including annual Sandbox event, under the supervision of the faculty co-lead(s)
- Coordinate with website design firm to ensure SJIPH.org remains up-to-date and functioning properly

## **QUALIFICATIONS AND EXPERIENCE DESIRED**

- Be self-motivated and extremely organized
- Have excellent verbal and written communication skills
- Have excellent writing skills and ability to work on a team to support work on summary reports.
- Have an interest in understanding more about public health issues and health disparities.
- Be proficient in all Microsoft Office applications, including Word, Powerpoint, and Excel.

- Have ability to work independently and on a team on multiple aspects of the funding initiative projects and marketing initiatives
- Have experience conducting research, analyzing findings, and summarizing. Capstone experience is a plus.
- Master's degree preferred

**TIME COMMITMENT/COMPENSATION:**

20 – 25 hours per week / \$25-\$35 per hour commensurate with experience.

The Operations & Research Coordinator is expected to work two days a week in-person at the SJIPH location inside the Joint Health Sciences Center (201 S Broadway, Camden NJ). Parking is provided. Remaining work hours are flexible and could be worked from home.

This is a grant funded position without benefits.

**TO APPLY:**

Please submit a cover letter, resume, writing sample, and contact information of 3 references. Send materials to: [info@sjiph.org](mailto:info@sjiph.org) – Please include “Operations & Research Coordinator” in the subject line.

Candidates will be considered on a rolling basis up until the submission deadline of June 23, 2023.