TITLE OF POSITION/RANK: Community Liaison
Study of Aging Latinas/os for Understanding Dementia in HIV (SALUD HIV) (Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Psychology, Rose Hill

OVERVIEW:
We are seeking a Community Liaison to lead our recruitment efforts within a fast-paced, multidisciplinary longitudinal study, located at the Icahn School of Medicine at Mount Sinai (ISMMS), which is investigating neuromedical, neuroimaging, cognitive, and sociocultural factors in HIV- & HIV+ older adults.

RESPONSIBILITIES:
• Develop and oversee robust program of participant recruitment, engagement, retention, and tracking, including management of recruitment database entry and quality assurance
• Work closely with local community-based organizations’ (CBOs) program staff, key stakeholders, and community members to maintain strong working relationships, and travel to CBOs, Fordham University, and recruitment-related events as needed
• Screen, schedule, coordinate, and facilitate participant study visits (e.g., participant navigator)
• Develop weekly reports about study activities and participate in weekly research and supervisory meetings
• Oversee development, dissemination, and management of all recruitment materials
• Create and maintain calendar of events for study engagement and recruitment opportunities
• Present study at Community Advisory Boards (CAB) and other relevant community meetings
• Create participant engagement/retention materials (e.g., holiday cards, thank you notes)
• Assist Principal Investigators (PIs) and research team with day-to-day recruitment and study related duties

QUALIFICATIONS:
• Minimum of a high school degree, but competitive applicants will have at least an Associate’s degree (preferably in humanities-related field) and 2-years of experience in CBOs and/or study recruitment
• Excellent interpersonal and rapport-building skills
• Strong organizational and time management skills, pays attention to detail, and able to creatively solve complex problems
• Willingness to travel to community groups throughout NYC to network and recruit participants
• Excellent oral and written communication skills
• Prior experience working with culturally and/or medically vulnerable and diverse populations
• Proficiency with Excel is required
• Ability to work independently and collaboratively as part of a larger research team

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND A COVER LETTER, RESUME/CURRICULUM, VITAE, & THE NAME & CONTACT INFORMATION FOR THREE PROFESSIONAL REFERENCES TO:

Angela Summers
asummers4@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.