



**Employer Name:** Mount Sinai Health System

**Position Title:** Program Coordinator I

**Location - City, State:** New York City, New York

**Industry:** Healthcare

**Job Description:**

The Mount Sinai Health System

Program Coordinator I

Do you have what it takes to wear the badge?

The Mount Sinai Health System's commitment to excellence extends beyond delivering world-class health care. The System's ongoing success is dependent upon our highly motivated, nonclinical professionals working to improve business operations. Our leadership team is driven to provide exceptional service by cultivating a workforce that is dedicated to upholding Mount Sinai's mission of delivering innovative, breakthrough medicine with compassion and integrity.

Are you ready to discover the world of limitless possibilities that comes with wearing the badge? Explore more about this opportunity and how you can help us write a new chapter in our story of unrivaled patient care!

*What You'll Do:*

The Program Coordinator I is responsible for providing administrative, operational and programmatic support services to an assigned program area. The Program provides a specific service or carries out specific activities as a separate entity or as a component program within a department, but is not a department itself. A Program is ongoing, but may have a business cycle.

Duties and Responsibilities:

- Works under the direct supervision of the Principal Investigator (PI) to manage and coordinate all phases of complex multicenter studies
  - Organizes monthly Center Director meetings, develops the monthly agenda with the PI and distributes the agendas and minutes and relevant documents for those meetings
  - Participates in monthly Study Coordinator calls
  - Modifies existing study protocols and develops new protocols as needed
  - Works with the database manager to monitor progress of study data as it is collected, and prepares periodic summaries from these data as needed
  - Ensures that clinical centers send timely reports
  - Assists PI in preparation of annual reports
  - Serves as main point of contact for questions/concerns from all study center staff
- Assists in organizing collaborator meetings



- Assists in cleaning and analyzing data as needed
- Prepares presentations for conferences
- Reviews ledgers and budgets
- Assists in development of grant applications

*What You'll Bring:*

Education and Experience:

- Bachelor's Degree
- Excellent written and oral communication skills
- Excellent organizational skills and the ability to prioritize multiple tasks, projects and assignments
- Exceptional attention to detail and accuracy

*Do you share our dedication to extraordinary service and have what it takes to wear the badge? Apply now!*

*Who We Are:*

Over 35,000 employees strong, the mission of the Mount Sinai Health System is to provide compassionate patient care with seamless coordination and to advance medicine through unrivaled education, research, and outreach in the many diverse communities we serve.

Formed in September 2013, The Mount Sinai Health System combines the excellence of the Icahn School of Medicine at Mount Sinai with seven premier hospital campuses, including Mount Sinai Beth Israel, Mount Sinai Beth Israel Brooklyn, The Mount Sinai Hospital, Mount Sinai Queens, Mount Sinai West (formerly Mount Sinai Roosevelt), Mount Sinai St. Luke's, and New York Eye and Ear Infirmary of Mount Sinai.

*The Mount Sinai Health System is committed to the tenets of diversity and workforce that are strengthened by the inclusion of and respect for our differences. We offer our employees a highly competitive compensation and benefits package, a 403(b) retirement plan, and much more.*

*The Mount Sinai Health System is an equal opportunity employer. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.*

EOE Minorities/Women/Disabled/Veterans

**Duration:** Permanent

**Job Functions:** Data & Analytics, Healthcare Services, Research

**Employer Description:** Founded in 1852, The Mount Sinai Hospital is a 1,171-bed, tertiary-care teaching facility acclaimed internationally for excellence in clinical care. Icahn School of



Medicine at Mount Sinai is internationally recognized as a leader in groundbreaking clinical and basic science research and is known for its innovative approach to medical education.

**Employer Locations:** New York, New York

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required, but the employer is willing to sponsor candidates