Project Coordinator, Oncology PSDR

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Type: Full-Time
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Category: Health and Medical Services
Project Coordinator, Oncology PSDR

Wayne State University is searching for an experienced **Project Coordinator, Oncology PSDR** at its Detroit campus location.

Wayne State is a premier, public, urban research university located in the heart of Detroit, Michigan where students from all backgrounds are offered a rich, high-quality education. Our deep-rooted commitment to excellence, collaboration, integrity, diversity and inclusion creates exceptional educational opportunities which prepare students for success in a global society.

Essential functions (job duties):

The Project Coordinator will focus on research for the Population Studies Disparities Research (PDSR) for Education. This role will support the Department of Oncology's mission to coordinate and integrate research and education across the training and professional continuum with an emphasis on building an inclusive cancer research workforce that serves the community. In this role, the Project Coordinator will provide crucial support to research efforts of WSU's National Cancer Institute (NCI), designated comprehensive cancer center. The work accomplished by this position ensures that training programs within WSU are effective in reaching students and junior researchers.

Ensure that projects are executed successfully and completed within time frames to meet research objectives including maintaining work plans, task lists, project calendars, and the coordination of complex schedules for various initiatives within the Cancer Research Training and Education Coordination (CRTEC) within the Department of Oncology at Wayne State University.

Provide support to cancer center leaders in writing research reports and manuscripts, developing presentations, contributing to grant submissions, and creating other materials as needed.

Liaison to students and community members as well as other cancer research entities. Serves as a link between CRTEC, and other essential initiatives of the cancer center, to assemble effective teams of researchers and subject matter experts that will meet the educational goals of the department.

Use artificial intelligence tools for drafting emails, summarizing notes, and conducting research to enhance efficiency in support of initiatives.

Schedule, organize and participate in internal and external meetings as the primary event coordinator: developing agendas; setting itineraries for visiting presenters; overseeing all catering, facilities, and audio-visual logistics; and ensuring detailed documentation of outcomes, including post-meeting surveys.

Development and analysis of demographic surveys providing insights that can inform strategic initiatives, policies, and programs to assess our workforce and academic community.

Perform other related duties as assigned.

Unique duties:

Wayne State University is seeking a Project Coordinator to support education, training, and research-related initiatives within the Department of Oncology. This position focuses on coordinating cancer research training and education activities that span the learner and professional continuum, with particular emphasis on education, workforce development, and federally funded training programs. The Project Coordinator plays a key role in ensuring projects are executed successfully, timelines are met, and reporting and compliance requirements are fulfilled. The position supports collaborative work between the Department of Oncology, the Cancer Research Training and Education Coordination (CRTEC) office at the Barbara Ann Karmanos Cancer Institute, and the College of Education.

Support education-focused and workforce development initiatives spanning the Department of Oncology and the College of Education.

Provide cross-coverage with other CRTEC staff to ensure continuity of program support.

Qualifications:

Education: Bachelor's degree

Bachelor's degree in public health, Health Services Administration, or other health related discipline preferred.

Experience: Entry level (less that a year of job-related experience)

Knowledge of/experience in grant specific requirements. Basic understanding of community school districts, advisory committees, health care systems and resources. Other demonstrated experience of volunteer/community work.

Knowledge, Skills, and Abilities:
* Strong Project Coordination Skillset: Self-motivated, adaptable, and efficient, able to initiate and complete tasks independently; detailed oriented with strong organizational and multi-tasking skills; works competently with ambiguity, possessing strong problem-resolution skills; flexible and able to support multiple projects within CRTEC.
* Effective Team Member: Works well with others, demonstrates a strong capacity to collaborate and work towards a common goal. Comfortable accepting and providing constructive feedback.
* Excellent Communication Skills: Ability to present effectively to groups, excellent written and verbal communication skills. Must be confident communicating through virtual channels with team members and others.
* Proficient Multilingual Skills: Proficiency in English, Arabic, and Spanish is preferred.
* Advanced Capabilities with Microsoft Office Products: Skilled in using office software for research papers, data management and presentation preparation.
* Proficient in use of artificial intelligence (AI): Ability to use multiple forms of communications, summarizing documents, research efforts, etc.

Preferred qualifications:

Experience supporting federally funded education or training grants (e.g., NIH, OSEP).

Experience with grant writing, internal review coordination, or research administration.

Experience coordinating events, including travel and conferences.

Experience working with students in higher education settings.

Experience supporting education, training, or workforce development initiatives.

School/College/Division:

H06 - School of Medicine

Primary department:

H0632 - Oncology

Employment type:

- Regular Employee
- Job type: Full Time
- Job category: Staff/Administrative

Funding/salary information:

- Compensation type: Annual Salary
- Hourly rate:
- Salary minimum:
- Salary hire maximum:

Working conditions:

Normal office environment.

Job openings:

- Number of openings: 1
- Reposted position: No
- Reposted reason: None (New Requisition)
- Prior posting/requisition number:

Background check requirements:

University policy requires certain persons who are offered employment to undergo a background check, including a criminal history check, before starting work. If you are offered employment, the university will inform you if a background check is required. Wayne State University is a premier institution of higher education offering more than 350 academic programs through 12 schools and colleges to more than 33,000 students in metropolitan Detroit. Wayne State University is a premier, public, urban research university located in the heart of Detroit where students from all backgrounds are offered a rich, high quality education. Our deep rooted commitment to excellence, collaboration, integrity, diversity and inclusion creates exceptional educational opportunities preparing students for success in a diverse, global society. WSU encourages applications from women, people of color, and other underrepresented people. Wayne State is an affirmative action/equal opportunity employer.

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