**Job Offer: Education Coordinator in Research Administration, Weill Cornell Medicine, New York City**

Dear Research Administrators,

If you have ever been thinking to become an educator, using your PASSION for SHARING with others your knowledge on GRANTS AND RESEARCH ADMINISTRATION and for SUPPORTING an entire community of administrators with the educational opportunities that they need, today is your day.

Apply to become an **education coordinator** and join me in the Education and Training in Research Administration Office (ETRA) at Weill Cornell Medicine, in New York City.

We are expanding and we have an open position! This is a rare opportunity you don’t want to miss!

Weill Cornell Medicine community of research administrators is instrumental to the growing research portfolio in our medical institution.

The education coordinator teaches and develops educational sessions and learning material focused on the administration of research. This role is also key to provide valuable logistic support to communicate, coordinate, and schedule courses, seminars and other training events.

See below for more details!

**Job Responsibilities**

·         Teaches virtual and in-person educational sessions and supports participants in their learning experience by providing individual and curated learning assistance, including feedback, clarification, and follow-ups that serve the learning process.

·         Develops new educational material for learning sessions such as short educational videos, case studies and summary checklists, on topics of research grant administration, including grants applications, research compliance and post-award grant management.

·         Evaluates participants’ learning outcomes and reviews participants’ training feedback to identify opportunities for improvement of participants’ learning experience and suggests relevant strategies.

·         Identifies training needs by keeping abreast with federal and non-federal regulations on research grants.

·         Coordinates with education manager to update curriculum and learning material according to updates from federal and non-federal sponsors and internal updates on institutional systems, requirements, Standard Operating Procedures (SOP) and best practices.

·         Manages the Education and Training in Research Administration Office’s website to maintain accurate and updated information available to WCM community.

·         Provides operational support to educational trainings: sets-up registration platforms, assists with the registration of new incoming participants, schedules training sessions, and maintains online learning platforms with updated material and information.

·         Sets up seminars and events for WCM community of research administrators.

·         Performs other job-related duties as assigned.

**Experience**

·         Approximately 2-4 years of related experience.

·         Prior experience efficiently training research administrators, colleagues, or students in a professional setting (one-on-one or in a group) is highly preferred but not required.

·         Prior experience with federal and/or non-federal research funding regulations and policies, including pre- and post- award grant management is preferred but not required.

·         An understanding of research compliance applicable in biomedical research including but not limited to human subjects’ research, vertebrate animals’ research and financial conflicts of interest would be valuable.

**Knowledge, Skills and Abilities**

·         Ability to present and lead small and large group trainings both in person and virtually.

·         Ability to gather complex information and summarize it by creating accurate, clear, user-friendly and easy-to-navigate educational documents.

·         Excellent verbal and written communication skills in virtual and in-person setting.

·         An enthusiastic creative and adaptive mindset to manage educational interactions with research administrators with a focus on their educational needs and their learning experience.

·         An eager-to-learn-and-help mindset to grow and diversify the portfolio of training opportunities in the Education and Training in Research Administration Office.

·         Strong computer skills, including all Microsoft Office software, such as power point, excel and word, as well as Adobe Acrobat.

**Education**

·         Bachelor's Degree

See the entire job description (ID 59707) at the below link.

**Take a chance!  Submit your Resume + Cover Letter as soon as possible to** [**HEB2020@med.cornell.edu**](mailto:HEB2020@med.cornell.edu) **and apply online on the WCM HR portal**

[https://career4.successfactors.com/career?career%5fns=job%5flisting&company=C0000274692P&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&site=VjItcmY2YVFFcnJMYWhIb3RmMzhTYU9Ldz09&career\_job\_req\_id=59707&selected\_lang=en\_US&jobAlertController\_jobAlertId=&jobAlertController\_jobAlertName=&browserTimeZone=America/New\_York&\_s.crb=ELUyNb53WDMDbN0mcKsYxWbBkEVtCo3sEYbmkrhdOe4%3d](https://urldefense.proofpoint.com/v2/url?u=https-3A__career4.successfactors.com_career-3Fcareer-255fns-3Djob-255flisting-26company-3DC0000274692P-26navBarLevel-3DJOB-255fSEARCH-26rcm-255fsite-255flocale-3Den-255fUS-26site-3DVjItcmY2YVFFcnJMYWhIb3RmMzhTYU9Ldz09-26career-5Fjob-5Freq-5Fid-3D59707-26selected-5Flang-3Den-5FUS-26jobAlertController-5FjobAlertId-3D-26jobAlertController-5FjobAlertName-3D-26browserTimeZone-3DAmerica_New-5FYork-26-5Fs.crb-3DELUyNb53WDMDbN0mcKsYxWbBkEVtCo3sEYbmkrhdOe4-253d&d=DwMFaQ&c=lb62iw4YL4RFalcE2hQUQealT9-RXrryqt9KZX2qu2s&r=9DD05ySfMZvSF9Shxf_83YapzbUSmkOzQ5Ea6ljvi9g&m=EouG1eb2KA26qu8LPUpLe6I2gGIMYjU1X8jySR-5rp4&s=ElWdhvyKAfQ_AbaNZ9dVnpfNmg0FwASPs8jEmKpnwo0&e=)

🡪 I am very excited to be the hiring manager for that position, and I will be happy to discuss with you if you are interested in that position!

Warm Regards

**Helene Brazier-Mitouart, PhD**

Education Manager

**Weill Cornell Medicine**

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