Mount Sinai Health System Careers
Do you have what it takes to wear the badge?

Mount Sinai Health System’s multidisciplinary clinical research teams are pioneering innovative new approaches in health care across a variety of fields. Working alongside leading physicians and within internationally acclaimed medical institutes, centers, and laboratories, our scientists continue to shape the future of clinical care and improve outcomes for patients of all ages.

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 Research Project Manager develops study protocols, designs management and statistical plans, analyzes data, manages pre-and post award submissions and materials, performs fiscal oversight of all assigned projects, present data and program information to external audiences, and prepares final reports from study for sponsors.

Duties and Responsibilities:
1. Provides assistance and consultation on research studies or clinical trials methodologies and statistical analysis issues.
2. Prepare all IRB/GCO submissions for assigned projects: including initial submissions, continuations, final reports, etc.
3. Oversee all aspects of study administration, including: data collection, fiscal oversight, audit management,
4. Maintain regulatory documents
5. Participates in the primary analysis of evaluation datasets
6. Designs and implements research projects focusing on health and interventions and their associated health outcomes.
7. Assists evaluation staff in project design, appropriate procedures and conduct and coordination by establishing sample size requirements, calculating issues associated with various evaluation design options and consulting on appropriate statistical analysis for proposed evaluations.
8. Manage and train junior Clinical Research Coordinator staff,
9. Act as a liaison between Principal Investigators and sponsors
10. Perform all tasks and duties as assigned

What You’ll Bring:

Education: Master’s degree in Natural Sciences, Public Health, Public Policy, or the Social Sciences
Bachelor’s degree in Natural Sciences plus 5 years of progressive research experience with some experience in research administration preferred
General Skills:
Excellent written and oral communication skills
Exceptional attention to detail and accuracy
Experience with study management and grant submissions preferred
Experience with personnel management

Experience: Minimum three years experience (5 years if no Master’s degree) in data management and study coordination in healthcare or basic research.

How to apply: Interested candidates should email their resumes and cover letters to Jose Diarte at jose.diarteortiz@mountsinai.org.

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 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