

Education Program Manager

Overview

Working closely with Dr Giannakakou, Director of Research, Hematology & Medical Oncology (Hem/Onc) and Associate Director of Cancer Research Training and Education at the Meyer Cancer Center (MCC) of Weill Cornell Medicine (WCM), the Education Program Manager is responsible for supporting and developing cancer education and research-training programs that support our biomedical workforce and advance the educational mission of Hem/Onc and MCC.

Primary Duties and Responsibilities:

- Manage day-to-day administrative and operational activities of the Hem/Onc Division
- Support programmatic efforts towards expanding cancer research training and education grant portfolio (such as NCI-funded Institutional T32 training grants).
- Support ongoing junior faculty mentoring initiatives and curricula across WCMC.
- Collaborate with institutional offices and departments to enhance the cancer focus of existing training programs.
- Develop novel training programs that support all levels of our research workforce from high-school students to senior faculty
- Gather training metrics, and track trainee career outcomes to support existing and future training programs.

Qualifications, Skills and Competencies

- PhD degree in biomedical sciences preferably in a cancer relevant discipline.
- Experience in academic research training program development and in organizing and managing institutional training grants is preferred.
- Grant and scientific writing experience.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Demonstrated proficiency with data-driven analytical processes and outcome tracking.
- Proficiency with visualization and graphical representation of data collections is a big plus.