

Job Title: Research Education Core Coordinator

Position open: September, 2026

Job Description. The Ponce Health Sciences University-Ponce Research Institute (PHSU-PRI) is seeking candidates for a Research Education Core (REC) Coordinator. This core is part of a collaborative consortium between PHSU-PRI and the H. Lee Moffitt Cancer Center in Tampa, Florida. The REC coordinator is expected to be in charge of facilitating all aspects of the day-to-day operation of the training program, especially in the planning, coordination, and execution of training activities for UG, PhD and MD students, as well as for medical residents, clinicians and junior faculty. The coordinator will serve as a central point of communication between PHSU-PRI and Moffitt investigators and trainees both in Ponce and Tampa, as well as between PHSU-PRI and local educational and research institutions and hospitals. The coordinator will help to organize and host invited seminar speakers. The coordinator will also oversee collecting and organizing trainees' records, surveys, evaluations, etc., as well as participating in the preparation of progress reports. The coordinator will interact with his/her counterparts at Moffitt Cancer Center to ensure effective communication during planning and execution of training and evaluation activities. In addition, the coordinator will work day-to-day with the Program Managers at PHSU and MCC for the submission of the REC Monthly Report.

Part-time 24hr/week (60% effort). One-year contract until August 31, 2027 (renewal dependent upon performance and grant funds)

Salary \$1,500/month

Desired qualifications and skills:

Bachelor's Degree and prior experience with academic program administration.
Should be completely bilingual – English/Spanish both spoken and written.
Excellent writing and analytical skills (eg. data abstraction and analysis)
Proficiency in computers and software such as Office Suite (Excel, Power Point and Word), data entry software and videoconferencing (eg Zoom, Teams).
Highly organized, proactive, with initiative and good communication skills. Mature and with ability to interact well with students, faculty and clinicians.
Be able to work under stress when meeting deadlines, and capable of multi-tasking.
Be able to work occasional evenings as needed.
Availability to travel to Moffitt Cancer Center in Tampa every other year.

Applicants should submit a resume or CV and cover letter to:
Dr. Caroline Appleyard
Leader, U54 Research Education Core
c/o Human Resources
cappleyard@psm.edu

