



PONCE SCHOOL OF MEDICINE AND HEALTH SCIENCES

P.O. Box 7004, Ponce, Puerto Rico 00732-7004

Position: Planning and Evaluation (P&E) Coordinator

Job description

- Bachelor Degree in Office Administration
- Minimums 5 years of experience
- This person will serve as a liaison between the PIs and the Program Steering Committee, Internal Advisory Committee, the Evaluation Committee to monitor progress through ongoing evaluation processes, and to identify novel directions for the Partnership.
- Assist the PIs in implementing the committees and for planning and oversight of the P&E activities.
- Provide support to the Program Manager in all activities related to the PSM-MCC Partnership (Seminars, Retreats, educational symposiums, Workshops...etc.)
- Available to work with minimum of supervision and under pressure.
- Resolves administrative problems, provide support in the preparation of grants and annual progress reports, and identifying solutions.
- Prepare budget following NIH Guidelines
- Take minutes and transcribe
- Keep records of all mentoring plans, of papers and grants published/funded,
- Coordinate travel arrangements for the Program Steering Committee (PSC), Internal Advisory Committee (IAC) in and out of Puerto Rico.
- Assure that all evaluations are completed as scheduled and presented to the Partnership Leadership.
- Part time position (50%)
- Effective immediately, open until filled
- Competitive salary and fringe benefits

Skills/Qualifications: Excellent communication with the PI's, collaborators Coordinators and Co-leaders staff, Administrative Writing/Oral Skills (English and Spanish), Microsoft Office Skills (Word, Power Point, Adobe Acrobat X Pro, Excel) Managing Processes, Organization, Analyzing Information, Professionalism and Problem Solving.

Please send resume to:

Mrs. Evelyn Lugo Roman
Human Resources Director
elugo@psm.edu or via fax: 787-284-2395