

## **MRI Technical Manager / Research Programs Manager - MRI Facility – CUNY Advanced Science Research Center**

Job ID: 28013

Location: Graduate Center

Full/Part Time: Full-Time

Regular/Temporary: Regular

### **POSITION DETAILS**

The Graduate Center, CUNY is the focal point for advanced teaching and research at The City University of New York (CUNY), the nation's largest urban public university. With over 35 doctoral and master's programs of the highest caliber, the Graduate Center fosters pioneering research and scholarship in the arts and sciences and prepares students for careers in universities and the private, nonprofit, and government sectors. The Graduate Center's commitment to research and scholarship for the public good is exemplified by its more than 30 centers, institutes, and initiatives, including its Advanced Science Research Center (ASRC), a 200,000 square-foot facility in upper Manhattan, designed to promote collaboration among scientists in five areas of global research and innovation: nanoscience, photonics, structural biology, neuroscience, and environmental sciences.

The Graduate Center (GC) benefits from highly ambitious and diverse students and alumni-who in turn teach hundreds of thousands of undergraduates every year. Through its public programs, the Graduate Center enhances New York City's intellectual and cultural life.

ASRC seeks an MRI Technical Manager/Research Programs Manager to join the ASRC's MRI facility. Reporting to the MRI Facility Director, the Research Programs Manager is responsible for maintaining the MRI facility according to standard facility operating procedures.

This position requires the incumbent to work in person.

Duties include but are not limited to:

- Works closely with the Facility Director on state-of-the-art technology upgrades to the facility, including but not limited to: x-nuclei magnetic resonance spectroscopy, real-time fMRI neurofeedback, whole body MRI, integration of multimodal recordings with MRI such as EEG, eye-tracking, physiological as well as non-invasive stimulation, i.e. electric and magnetic stimulation (TES, TMS), transcranial near infrared radiation, focused ultrasound, etc.

- Collects and processes neuroimaging data from research subjects.
- Manages local and cloud databases, responsible for user access to data storage and computational resources.
- Maintains, updates, and installs lab equipment, computers and software.
- Performs quality assurance procedures of equipment on a regular basis.
- Maintains an MRI safe environment for co-workers, research subjects, and personnel at all times; educates and screens all people who access the MRI area.
- Compiles data and figures for general reporting, website information, and scholarly publications.
- Selects and operates equipment as directed.
- Reports any equipment malfunctions, necessary adjustments, or repairs.
- Provides access to data for ASRC researchers and collaborators.
- Complies with policies and procedures protecting research subjects' rights for informed consent and the handling of confidential information as defined by the ASRC MRI Facility's rules and regulations.
- Contributes to the overall research goals and objectives of the MRI Facility research community.
- Performs other duties as assigned which are reasonably within the scope of this job classification.

## **QUALIFICATIONS**

Bachelor's degree and six years' related experience required.

Preferred Qualifications:

- Master's or PhD degree in biomedical engineering, electrical engineering, computer science, physics, or MRI related area.
- Knowledge of NMR physics.
- Interest in research techniques.
- Computer experience with Mac OS, Windows, and UNIX/LINUX systems.
- IV injection certification.
- Experience in MRI, EEG, tDCS, TMS, FUS, Biopac physiological monitoring, and eye-tracking.
- Experience in imaging children and general work experience involving children.
- Excellent interpersonal skills.
- Strong oral and written communication skills.
- Ability to work independently and as part of a team.
- Ability to work occasional evenings and/or weekends.

Candidates must be legally authorized to work in the United States on a full-time basis. Sponsorship will not be offered for this position.

## **CUNY TITLE OVERVIEW**

Manages College research programs and provides support for related compliance activities.

- Administers various aspects of research programs including submission reviews, compliance education, and project protocols
- Provides administrative support and guidance to researchers and administrators with regards to applicable federal, state, local, University, and College regulations, laws, and policies
- Ensures investigators and key personnel complete required training
- Delivers or oversees educational training on research and related activities such as research subject rules and protocols, research compliance and integrity, etc.
- Monitors research subject care and use to ensure safety measures are met
- Serves as primary contact with other College departments and external organizations on research program needs and activities
- Collects information on, monitors, and reports on the advancement and completion of research projects and compliance
- May administer grant funds, prepare proposals, and research potential funding sources
- May manage program administrative and clerical staff
- Performs related duties as assigned.

## **CUNY TITLE**

Higher Education Associate

## **FLSA**

Exempt

## **COMPENSATION AND BENEFITS**

\$90,375-\$117,805/year. Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

## **HOW TO APPLY**

Navigate to <https://cuny.jobs/new-york-ny/mri-technical-manager-research-programs-manager-mri-facility-cuny-advanced-science-research-center/2B1C1192D2B24C0B98995E2523683250/job/>

Please click on "Apply Now" which will bring you to the registration screen. If you are a new user, you must register to apply. If you already have a user ID, please use your existing ID to apply. Please submit a cover letter and resume in Word or PDF format.

## **CLOSING DATE**

Open until filled with review of applications to begin on March 27, 2024.

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.