



## Now hiring Research Project Coordinators

The Alan M. Voorhees Transportation Center (VTC) is a leader in transportation planning and policy research and education with a team of dedicated practitioners and researchers who **solve problems, share knowledge, and inform decisions**. We engage with our research customers, policy makers, and civic leaders to conduct leading-edge planning and policy research, deliver high-quality training and education programs, and provide insightful technical assistance on a range of planning and policy topics. Our mission includes a strong commitment to **equity, empathy, empowerment, and social justice**.

VTC’s unique portfolio blends the freedom of thought and dedication of a mission-driven non-profit with the pace and diversity of work typically found at leading private sector firms. The rich and energetic academic setting provides frequent opportunities to engage with faculty and students. Our location in New Brunswick, New Jersey is easily accessible to both the New York City, NY and Philadelphia, PA and has direct rail connections to Boston, MA and Washington, DC.

VTC is a unit of the **Edward J. Bloustein School of Planning and Public Policy** at Rutgers, **one of the nation’s premiere professional schools** focused on the theory and practice of planning and public policy scholarship and analysis in the United States. Rutgers University is among America’s **highest-ranked, most diverse public research universities**.

### JOB SUMMARY

**Research Project Coordinator II** – Key duties for this position include:

- Assists in the conduct of research, including literature reviews, leading practice scans, case studies, planning and administration of focus groups and surveys, and primary and secondary data analysis
- Assists with the preparation of project reports and other work products
- Arranges and coordinates logistics and assists with content related to project-related focus groups, events, and meetings

The research project coordinator performs work under the direct supervision of one or more principal investigators and/or project managers, with specific instructions on routine or semi-routine work activities. Work is usually reviewed upon completion. Applicants should have a bachelor’s degree, preferably in urban planning, or an equivalent combination of education and/or experience plus two years relevant experience. A master’s degree, preferably in urban planning or related field, may be substituted for work experience.

Salary Range: \$51,359 to \$76,460

Standard hours: 37.5 hours

Location: New Brunswick, NJ

**For more information and to apply:**  
<https://vtc.rutgers.edu/work-at-vtc/>

### EMPLOYEE BENEFITS

**Excellent healthcare insurance**

**Flexible remote work opportunities**

**Generous paid time off**

**Tuition remission**

**Commuter Tax\$ave Program**

**403(b) tax-advantaged retirement savings plan with 8% employer match**

**Life Insurance and Long-term Disability**

**Rutgers is an Affirmative Action/Equal Opportunity Employer.**