Job Title	Research Study Assistant
PVN ID	CC-2003-003561
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	CUNY Medical School
Status	Full Time
Annual Salary	$45,000.00 - $45,000.00
Hour(s) a Week	35
Closing Date	Jun 23, 2020 (Or Until Filled)

General Description

This is a full-time Research Assistant (RA) position for the Partnership Community Outreach, Research, and Education (PCORE) core, which is the community outreach component of the City College of New York-Memorial Sloan Kettering Cancer Center Partnership ("the Partnership").   The primary goal of the Partnership is to reduce cancer health disparities through research, training and community-engaged activity, broadly defined. The PCORE Research Assistant is responsible for handling all of the Core's research and data management needs, which include data collection, entry, and analysis, developing regular evaluation reports for all PCORE activities, and assistance with manuscript preparation. In addition, the position requires working with other PCORE/Partnership staff to facilitate our varied community-based activities, with responsibilities ranging from participant recruitment to small-scale community event planning.

Other Duties

The PCORE RA will be responsible for assisting the PCORE Principal Investigators in developing quantitative and qualitative needs assessment tools (focus groups, surveys), participating in data collection from community-based organizations and health care facilities, and entering the data into the project databases. Data checking and cleaning is also a responsibility.

Qualifications

A Bachelor's degree is the minimum qualification, with a preference towards degrees in the social sciences

(e.g., psychology, sociology, medical anthropology), public health, nutrition biological sciences, or other related fields. An interest in and/or commitment to community-engaged science and/or the reduction of health disparities is also a plus. The position requires the ability to complete tasks of moderate to standard difficulty under limited supervision and/or to assist more senior staff in working on more difficult assignments.   The position also requires flexibility in work hours, locations and settings given the need to periodically work in community settings throughout New York City.

Qualifications

Communication Skills: The candidate is preferred to be bilingual; with language fluency assessed during the interview process. Strong oral and written communication skills are a must given the need to share, explain, and/or interpret information on a regular basis while interacting with employees, management and clinical staff, patients and research subjects.

Data and Information Management Skills: The candidate must possess strong data skills (e.g., data entry, management, and quality assurance) and preferably experience with data analysis, particularly with software like SPSS, Access, REDCap, or SAS. The candidate must have strong organizational skills and the ability to function independently.

Time Management Skills: Excellent time management skills and the ability to set priorities among several tasks simultaneously and meet deadlines.

Administrative Skills: The ability to organize and maintain all research information for assigned projects and to ensure adherence to established policies and procedures within CCNY, MSKCC and from external regulatory/sponsoring agencies.

Computer Skills: The ability to use a computer and software such as the Microsoft Office Suite, database management, spreadsheet, word processing and graphics applications. A strong familiarity with Internet searches and facility with research databases (e.g., PubMed) is preferred.