

Job Title	Research Assistant
PVN ID	HC-1708-002003
Category	Research
Location	HUNTER COLLEGE
Department	Center for HIV Educational Studies and T
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 13, 2018 (Or Until Filled)

General Description

The Center for HIV/AIDS Educational Studies and Training (CHEST) of Hunter College of the City University of New York (CUNY), is hiring for a full-time Research Assistant (RA). CHEST is an internationally recognized multidisciplinary research center which blends academic and community-based work focused on sexual health, HIV/AIDS, LGBT issues, and substance use.

The Research Assistant performs simple to moderately complex research and analytic activities as part of a research team or working individually and works under various degrees of supervision. The CHEST Research Assistant typically

- Assists in gathering of information for research and reports;
- Performs tasks related to qualitative and quantitative data collection;
- Develops protocols and accurately documents research findings for gathering qualitative and quantitative data;
- Keeps accurate, well-organized records;
- Handles multiple assignments of complexity;
- Codes data, as well as performs data entry;
- Performs other duties as assigned;
- Maintains confidentiality as required by the project or as directed by supervisors;

Other Duties

- Assists other research staff in coordinating projects;
- Assists in literature reviews for papers authored by CHEST staff;
- Assists in training new employees in routine processes.

Qualifications

Requirements:

- BA/BS in social or behavioral sciences required;
- Research assistant experience in closely applicable research.

Responsibilities:

Core Competencies:

- Research methodology and an understanding of psychosocial research design and measures;
- Background in HIV/AIDS research, emerging adulthood issues, and alcohol/drug use issues;
- Ability to operate in the computer/statistical environment of the research project;
- Ability to take direction and work as part of a team as well as independently;
- Ability to comprehend and act on assignments of varying complexity;
- Ability to communicate effectively with other researchers, with supervisors, and with any human subjects in the study;
- Ability to make clear, accurate observations in writing and orally;
- Ability to use effectively all basic research equipment and devices standard to the field;
- Ability to work cooperatively with other researchers and with students;
- Bilingual applicants (Spanish and English) strongly encouraged to apply.

CHEST is an equal opportunity employer. Transgender, gender non-conforming people, people of color and individuals with experience within diverse LGBTQ and HIV-affected communities are encouraged to apply.

Note: Resumes without a cover letter that clearly delineate experience and interest in HIV/AIDS will not be considered for review.