

Job Title	Data Manager
PVN ID	HC-1805-002493
Category	Research
Location	HUNTER COLLEGE
Department	CHEST Huner College
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 28, 2018 (Or Until Filled)

## General Description

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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 **Data Manager** position (part-time negotiable). CHEST ([www.chestnyc.org](http://www.chestnyc.org)) 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. CHEST is an equal opportunity employer and we strongly encourage applications from individuals from diverse backgrounds, including racial/ethnic and sexual/gender minorities.

## Other Duties

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The Data Manager will be responsible for assisting with several data-related aspects of existing grant-funded projects, including: ongoing data management and cleaning, syntax development, data documentation and tracking, and data reporting. The Data Manager will be responsible for performing these tasks for several large, ongoing projects broadly focused on substance use and HIV including RCTs, national cohort studies, effectiveness trials, and multisite studies. The Data Manager will be part of CHEST's Data Team and the position requires a strong ability to learn quickly and work independently, excellent organizational skills, as well as considerable strength in working on numerous tasks with similar deadlines. We are looking for a motivated individual to become an integral part of our collaborative team and opportunities for career development and advancement exist.

## Qualifications

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Bachelor's degree (minimum) with training in quantitative research required. Proficiency in cleaning and managing research datasets using SPSS is highly desired. Experience working with data in healthcare, medical, or research settings is preferred; knowledge of developing and maintaining Microsoft Access databases will be viewed favorably. The individual must be able to work independently in a self-directed fashion while managing multiple tasks. Full-time preferred but part-time commitments will also be considered.

**Salary:** Commensurate with experience along with a competitive benefits package.

**When applying**, please submit a cover letter, resume, and the names of at least three individuals who can be contacted for references Within your cover letter, please provide specific details regarding your current experience and expertise with data management, particularly using SPSS. Only those applicants who are selected for interviews will be directly contacted.