
Job Title	Research Assistant
PVN ID	HC-1901-002892
Category	Research
Location	HUNTER COLLEGE
Department	Center for HIV/AIDS Educational Studies
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 29, 2019 (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, LGBTQ issues, and substance use.

The RA will work across several studies, both directly with participants as well as collaborating with project teams, our data team, our recruitment team and other staff. RAs that excel have strong organizational and interpersonal skills and are responsible and proactive.

RA duties and responsibilities:

- Screening and scheduling participants for in office or virtual appointments
- Interviewing and guiding participants through assessments
- Collecting qualitative and quantitative data
- Data entry, quality assurance, and transcription
- Completing training for multiple studies and implementing protocols accurately
- Maintaining privacy and confidentiality of participants
- Assisting in literature reviews

Other Duties

Qualifications

- Research experience working directly with participants and sensitive data
- Experience working with vulnerable and/or marginalized populations including sexual, gender, racial, and ethnic minorities
- Background or interest in HIV/AIDS research, emerging adulthood research, or substance use research
- Ability to take direction and work as part of a team as well as independently
- Ability to communicate effectively with supervisors, other researchers, and team members
- Ability to communicate with participants in the study in a clear, compassionate and culturally humble manner;
- English fluency required, Spanish speakers 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.

Please provide a resume/CV *and* a cover letter in order to be considered. Materials should delineate research experience and interest in HIV/AIDS research.