
Job Title	Research Associate
PVN ID	HC-2104-003975
Category	Research
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 15, 2021 (Or Until Filled)

General Description

The Brookdale Center for Healthy Aging works to create opportunities for everyone age as well as anyone can. We take a life-course perspective on aging with a specific focus on aging in vulnerable communities and related topics that advance our mission to develop policies and programs that support older adults.

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Brookdale Center for Healthy Aging's Director of Research and Evaluation, performs routine research activities, records observations, analyzes data, and interprets results using established protocols; assists with complex activities; assists in gathering, providing, and interpreting information for routine reports. Recruits and interviews research participants/subjects. Provides professional support to the Director of Research and Evaluation and other Brookdale staff as needed, including drafting written materials (project reports, proposals, abstracts), making presentations, meeting with sponsors, and organizing intellectual exchanges with other researchers/scholars in person or via telecommunications. May from time to time supervise students for specific assignments.

Other Duties

OTHER DUTIES:

- Works with other research staff to coordinate projects; ensures the safe operation of equipment and the effective completion of assignments by following protocols and accurately documenting research findings and progress.
- Assists in designing measures, sampling techniques, and instruments to measure results; follows protocols for gathering qualitative and/or quantitative data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as

needed.

- Conducts literature reviews.
- Maintains confidentiality as required by the project or as directed by supervisors.
- Consults with other researchers and authorities in the field as appropriate.
- Assists in planning meetings, conferences, web-based communication etc.
- Keeps accurate, well-organized records.
- Trains new employees in routine processes.
- Performs the duties of lower-level positions as needed; performs other duties as assigned.

Qualifications

REQUIRED QUALIFICATIONS:

- A Master's Degree in an appropriate field of study, or specialty, from an accredited institution, and at least (2) years of additional research experience pertinent to the scope and complexity of the project OR equivalent intellectual strength and experience as evidenced in progressively responsible research experience, publications in the field, and/or other accomplishments (e.g. significant participation in important inventions, artistic endeavors, etc.) AND possession of the core competencies determined to be required at the time of hire.
- Knowledge of research methods, quantitative and qualitative analysis, and gerontology as evidenced in areas of study, teaching, publication and/or research background.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Intermediate to advanced ability to use quantitative statistical software (SPSS, Stata, R), and qualitative analysis software (Atlas.ti, NVivo).
- Knowledge of protocols for safe conduct of research, including but not limited to the study of human subjects.
- Ability to comprehend and act on assignments of varying complexity, and to handle multiple assignments simultaneously.
- Ability to work on a team as well as independently.
- Ability to use and manage web-based technology, as needed.
- Ability to listen and respond to the concerns/ideas of others.

PREFERRED QUALIFICATIONS:

- An earned Ph.D. or Ph.D. anticipated within six months of hire in an appropriate field of study from an accredited institution.
- Fluency in Spanish preferred. Fluency in Chinese or Russian also considered.