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| **Job Title** | Research Capacity Core Biostatistics Research Associate |
| **PVN ID** | MD-2411-006565 |
| **Category** | Research |
| **Location** | CUNY SCHOOL OF MEDICINE |
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| **Department** | Office of Research |
| **Status** | Full Time |
| **Annual Salary** | $80,000.00 - $97,270.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Nov 30, 2025 (Or Until Filled) |

## General Description

The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs) and reporting to the Research Capacity Core (RCC) director, the Research Capacity Core biostatistics research associate (BRA) will possess broad expertise in experimental design & data analysis to serve the critical need for developing biostatistical resources to support NYC-MHESJ project investigators to produce competitive research funding proposals.  The BRA will serve as the primary biostatistical resource for investigators by providing hands-on, individualized support for experimental design & analytics for multiple NYC-MHESJ projects and across CUNY MED faculty. The BRA will work with the RCC director to identify appropriate statistical methods that will contribute to decision-making on study design & data collection and will participate in developing analysis plans to ensure that statistical methods and corresponding details are appropriate, consistent, and aligned with the study design and objectives; will assist with preparing statistical analysis

sections for manuscripts and funding applications; will provide technical assistance for the maintenance of databases across multiple projects; and will help with data preparation for warehousing.

## Other Duties

- Assist in designing measures, sampling techniques, and instruments to measure results; follow protocols for gathering qualitative and/or quantitative data, coding data or information, constructing databases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Participate in the study design and methods, including creating questionnaires and interview forms;
- Keep accurate, well-organized records;
- Design, develop, and maintain statistical analysis programs for research data. Create SAS/SPSS applications in support of research projects;
- Perform statistical data analysis, create project statements, and evaluate and implement research designs including but not limited to quantitative and qualitative (experimental and non-experimental);
- Provide tabular and written summaries of analyses in a form suitable for inclusion in project deliverables and media for presentation at project meetings;
- Coordinate and collaborate with other biostatistics, bioinformatics, and core personnel;
- Provide technical assistance in interpreting and presenting study results in collaboration with faculty members;
- Responsible for content expertise and writing selected sections of project final reports; participates in the editing of reports; responsible for the execution and production of presentation-ready final project deliverables;
- Participate in the oral presentation of all project findings and abstracts, including periodic project status meetings and the presentation of final project deliverables;
- Instruct and supervise other personnel (data entry clerks, research assistants) in data management, including merging and updating existing databases;
- Maintains confidentiality as required by the project or as directed by supervisors;
- May be assigned substantial independent responsibility for major or complex portions of a research project, such as designing simulations and constructing models;
- Interprets results of complex experiments;
- Provides professional support to the RFPD/RFPI or other higher-level supervisors, including drafting project reports, making presentations, meeting with sponsors, and organizing intellectual exchanges with other researchers/scholars in person or via telecommunications;
- Performs the duties of lower-level positions as needed; performs other duties as assigned.

## Qualifications

- An earned Ph.D. in an appropriate field of study from an accredited institution and not fewer than two (2) years **additional** research experience in the field or specialty related to the scope and complexity of the project; and a record of research, publications and scholarship in a related field, **OR**
- A Master's Degree in an appropriate field of study or specialty from an accredited institution **and** at least four (4) 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.).

**Core Competencies**

- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments;
- Ability to work on a team as well as independently;
- Ability to use and manage web-based technology as needed;
- Ability to operate in the computer/statistical environment of the research project;
- Ability to author or co-author reports of substantial complexity; when assigned, ability to organize and participate in colloquia, symposia, presentations of reports, demonstrations, performances, etc., consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to exercise intellectual leadership in anticipating and resolving research issues;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public;
- Ability to listen and respond to the concerns/ideas of others;
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs.