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| Job Title      | Research Assistant                           |
| PVN ID         | PH-1706-001884                               |
| Category       | Research                                     |
| Location       | CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY |
| Department     | ISPH   |
| Status         | Full Time                                    |
| Salary         | Depends on qualifications                    |
| Hour(s) a Week | 35   |
| Closing Date   | Sep 30, 2017 (Or Until Filled)               |

## General Description

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The CUNY Institute for Implementation Science and Population Health (ISPH) is hiring a full-time **Research Assistant (RA)** with experience in the areas of HIV Prevention with Men who have sex with men.

Position Description: Seeking a full-time (preferred) or part-time RA. The Research Assistant will be working on a large US national study of gay and bisexual men who are enrolled via electronic recruitment methods and who complete at-home self-administered HIV testing as well as at-home online surveys. RAs perform simple to moderately complex research and analytic activities as part of a research team or working individually, that is, the work occurs under various degrees of supervision.

### Responsibilities:

- Assist in gathering of information for research and reports;
- Conduct interviews & assessments of research participants/subjects (performs tasks related to qualitative and quantitative data collection);
- Follow study protocols and accurately document research findings for gathering qualitative and quantitative data;
- Keep accurate, well-organized records;
- Ability to handle multiple tasks at a given time;
- Coding data, as well as data entry;
- Maintain confidentiality as required by the project or as directed by supervisors;
- Assist other research staff in coordinating projects;
- Assist in literature reviews for papers or presentations;
- Assist in training new employees in routine processes and procedures.

## Other Duties

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- Perform other duties as assigned;

## Qualifications

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- Fundamental understanding of research methodology, design, and measures;
- Background in HIV/AIDS research, LGBT Health, and alcohol/drug use issues;
- Ability to use SPSS;
- Strong communication (written, oral) skills, friendly demeanor, and ability to communicate with research staff and research participants;
- Familiarity with Qualtrics and Access Database management
- Bilingual applicants (Spanish and English) strongly encouraged to apply.

Salary: Commensurate with experience.

Benefits: Full-time employees have access to range of benefits including health, vision, dental, retirement, paid sick leave and paid vacation. Part-time employees accrue benefits including paid sick leave and vacation.

To apply: Please submit a cover letter and resume when applying to this posting. CUNY is an equal opportunity employer.