Job Title	Dashboard Research Associate
PVN ID	PH-1908-003249
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	Oct 23, 2019 (Or Until Filled)

General Description

The Research Assistant/Associate will be responsible for supporting the Dashboard Team at the CUNY Institute for Implementation Science in Population Health (www.cunyisph.org).   This position will contribute to workflow coordination among multiple projects, dataset curation and management, quality review, data visualization methods, and dissemination of information via blog posts, social media and other external outlets. The core work will focus on the ongoing development of the Ending the Epidemic Dashboard project (www.etedashboardny.org) and implementing emerging dashboard projects related to major public-health related issues and initiatives.

Other Duties

- Curate, maintain, and prepare datasets from multiple sources for integration with a dashboard database
- Test and review beta/pilot-site web-based visualizations and provide routine detailed feedback to web developers
- Brainstorm and create mock ups of new data visualizations (charts, maps, etc.) to display data on public facing web-based dashboards
- Draft and edit blog posts related to dashboard topic areas (e.g. HIV prevention, HIV surveillance data, Hepatitis C risks)
- Support workflow and project coordination through routine monitoring of project goals, timelines and deliverables
- Collaborate on analyses of HIV-related data and manuscript writing for publication in peer reviewed journals
- Generate and maintain social media content to promote and disseminate key information located on dashboard sites.

Qualifications

- Bachelor's degree in technical discipline or equivalent experience
- Competency in management or analysis of public health data (e.g. surveillance and/or population level surveys)
- General knowledge and interest in effective methods to display and disseminate public health information to a wider audience (e.g. GIS, interactive visualizations, etc.)
- Excellent organizational skills and strong attention to detail
- Excellent writing, editing, research analytic and problem solving skills
- Flexibility and willingness to work on multiple tasks
- Strong MS Office software skills – advanced proficiency in MS Word, MS Excel and MS PowerPoint are minimum requirements
- Highly self-motivated and able to work independently as well as in a collaborative team environment
- Professional attitude and team player