

<b>Job Title</b>	Study Coordinator
<b>PVN ID</b>	PH-2012-003782
<b>Category</b>	Research
<b>Location</b>	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
<b>Department</b>	CUNY ISPH
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 09, 2021 (Or Until Filled)

## General Description

---

Seeking a full-time (35 hours per week) Study Coordinator with experience in the areas of HIV Prevention with sexual and gender minorities. The Study Coordinator will be working across multiple NIH-funded projects focusing on HIV prevention and sexual health of sexual and gender minorities. The Study Coordinator will be responsible for minor and moderately complex research and analytic tasks as part of a research team, as well as working individually, under various degrees of supervision.

## Other Duties

---

- *Study Coordination:*

- Creating and maintaining study documentation including study protocols and recruitment materials
- Keeping detailed and accurate documentation related to study
- Communication with participants on sensitive subject matter (including HIV testing)
- Maintain confidentiality as required by the project or as directed by supervisors

*Data collection:*

- Assist in programming and testing surveys using Qualtrics software
- Conduct interviews & assessments of research participants/subjects
- Data entry

*Data management:*

- Prepare datasets for analysis including recoding variables, merging datasets, computing scores, and performing quality control to assure dataset quality

*Data analysis:*

- Assist in conducting quantitative descriptive analyses, calculate inferential statistics between groups, and regression modeling

*Data dissemination:*

- Assist in literature reviews for papers or presentations
- Assist in writing manuscripts for publication
- Assist in developing presentations from study findings

## Qualifications

---

- MS/MPH in public health or MA/MS in social or behavioral sciences required
- At least 2-3 years of research experience in closely applicable research
- Intermediate to advanced skills in writing syntax in SPSS
- Ability to handle multiple tasks at a given time
- Excellent oral and written communication skills
- Friendly demeanor, and ability to communicate with research staff and research participants

## Additional preferred qualifications

- Background in HIV/AIDS research, LGBT Health, and alcohol/drug use issues
- Ability to write syntax/code in R or SAS
- Familiarity with Qualtrics and Access Database management
- Spanish language fluency