
Job Title	Project Assistant
PVN ID	PH-2212-005292
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	CUNY ISPH
Status	Full Time
Annual Salary	\$50,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Feb 15, 2023 (Or Until Filled)

General Description

The Project Assistant will be responsible for supporting the Dashboard Team at the CUNY Institute for Implementation Science in Population Health (www.cunyisph.org). The Dashboard Team consists of two full time staff members and several part-time team members. This position will contribute to workflow coordination among multiple projects, creating and updating data visualizations, quality review, dataset curation and management, and disseminating information via blog posts, social media and other external outlets. The core work will focus on the development of emerging dashboard projects related to major public health issues and initiatives (e.g. HIV and Hepatitis C), similar to our work on the Ending the Epidemic Dashboard (www.etedashboardny.org). The ideal start date is January 3, 2023 with a oneyear hire commitment. Further extension is dependent on funding availability and performance.

The CUNY Institute for Implementation Science in Population Health's mission is to translate research into sustainable, cost-effective population-level interventions, strategies, initiatives, and policies with the potential to improve health and reduce health disparities at scale around the world. We do this by understanding biological mechanisms, subtypes and major drivers of disease, identifying program/service/policy implementation gaps driving suboptimal health outcomes at the population level, and by designing and conducting rigorous experimental and observational studies of the impact of

strategies aimed at improving population health outcomes. We rigorously assess the effectiveness of these strategies when implemented at scale. Given that many forces shape population health, including those outside the health sector (e.g., political, economic, sociologic, environmental, demographic), we seek and generate knowledge, collaboration and expertise to achieve our mission of improved population health through better implementation.

Other Duties

- Test and review beta/pilot-site web-based visualizations and provide routine detailed written 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.
- Communicate with and address feedback of dashboard content from funders and relevant stakeholders, including regular meetings with health department representatives.
- Curate, maintain, and prepare datasets from multiple sources for integration with a dashboard database.
- Draft and edit blog posts related to dashboard topic areas (e.g. HIV prevention, HIV surveillance data, implementation activities).
- Generate and maintain social media content (Twitter, Instagram, and Facebook) to promote and disseminate key information, including campaigns for national HIV/AIDS awareness days.
- Consult with team graphic designer on website design and branding and collaborative creation of infographics for dissemination via social media.
- Support workflow and project coordination through organized notetaking and routine monitoring of project deliverables.
- Collaborate on analyses of HIV-related data and manuscript writing for publication in peer reviewed journals.
- Provide logistical support for webinars, meetings, etc.

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.)
- Flexibility and willingness to work on multiple tasks simultaneously
- Excellent organizational skills and strong attention to detail
- Excellent writing, editing, research analytic and problem solving skills
- Strong MS Office software skills – advanced proficiency in MS Word, MS Excel and MS PowerPoint are minimum requirements
- Familiarity with WordPress, Mailchimp, Adobe XD/Photoshop, Google Analytics and social media (e.g. Twitter/Instagram) is a plus
- Highly self-motivated and able to work independently as well as in a collaborative team environment
- Professional attitude and team player