
Job Title	Research Assistant
PVN ID	PH-2308-005805
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

Department

Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	15.00-19.00
Closing Date	Oct 18, 2023 (Or Until Filled)

General Description

Under the routine supervision of the SPH Senior Associate Dean for Faculty and Student Affairs or her designee, performs simple to moderately complex research, investigation, or analytic activities as part of a research team or working individually; works under varying degrees of supervision depending on the scope and complexity of the project or assignment. Assists in gathering information for and preparing abstracts, literature reviews, reports, briefs, op-eds, journal articles, emails, letters, advocacy campaigns, and other internal and external communications and publications. Assists in planning meetings, conferences, and events and in preparing and disseminating publications and web-based and social media communication about research findings.

This is a part-time position of 15 – 19 hours per week to start as soon as possible. The pay rate is \$25 - \$30/hour, depending on experience.

Other Duties

- Assists in coordinating projects and managing timelines for deliverables, including publication submission, review, and revision processes.
- Follows protocols for gathering qualitative and/or quantitative data, coding data or information, analyzing data, maintaining data security, and archiving data as needed.
- Assists in designing measures and systems to track and results for routine projects.
- Keeps accurate, well-organized records.
- Performs the duties of lower-level positions as needed; performs other duties as assigned.

Qualifications

- Intellectual and practical understanding of global public health issues, particularly as they relate to gender justice and sexual and reproductive justice, and/or environmental justice.
- Ability to comprehend and act on assignments of varying complexity.
- Ability to synthesize information from diverse sources and communicate it effectively.
- Ability to handle multiple assignments of moderate complexity.
- Ability to communicate clearly and effectively in writing and orally with researcher team members, partners entities, study participants, and in presenting findings for internal and external audiences.
- Ability to use effectively basic office and qualitative research software and web-based technology, as needed.
- Knowledge of diverse sources for finding information in the field.
- Ability to take direction and work as part of a team as well as independently.

Qualifications: A Master's Degree in public health, law, or a related field from an accredited institution, and at least (3) years of additional research experience pertinent to the scope and complexity of the project.