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| <b>Job Title</b>      | research aide                  |
| <b>PVN ID</b>         | QC-1808-002677                 |
| <b>Category</b>       | Administrative Services        |
| <b>Location</b>       | QUEENS COLLEGE                 |
| <b>Department</b>     | Psychology                     |
| <b>Status</b>         | Part Time                      |
| <b>Hourly Rate</b>    | \$16.00-\$16.00                |
| <b>Hour(s) a Week</b> | 16.00                          |
| <b>Closing Date</b>   | Nov 20, 2018 (Or Until Filled) |

## General Description

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### **Administrative Assistant or Research Aide on NIH-funded grant studying cognitive progression of Alzheimer's Disease.**

- Grant Management, meticulous record-keeping and maintaining compliance. Prior experience with grant administration is a plus.
- Experience in CUNY Research Foundation policies and procedures are valuable.
- Secondary role can involve participation in the research topic evidenced by prior study in a related field, e.g., neuropsychology, neuroscience, public health, computer science.

## Other Duties

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- Individual must be able to be on site at Queens College, CUNY.
- Length of appointment up to 3 years.
- Report directly to the Principal Investigator

## Qualifications

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- Minimum Education requirement of bachelor's degree.
- Excellent proficiency in office software.