

Job Title	Program Research Assistant
PVN ID	RC-2211-005245
Category	Research
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	ASRC IS Hub
Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	10.00
Closing Date	Jan 30, 2023 (Or Until Filled)

General Description

SUMMARY

This position is for a part time research assistant to support evaluation of programs offered by the ASRC IlluminationSpace Hub, a collective space for science communications, outreach and education at CUNY. This is a temporary, six-month position that will run from January 2023 to May 2023.

CAMPUS SPECIFIC INFORMATION

The Advanced Science Research Center (ASRC) at the CUNY Graduate Center, a 200,000 square-foot facility in upper Manhattan, designed to promote collaboration among scientists in five areas of global research and innovation: nanoscience, photonics, structural biology, neuroscience, and environmental sciences.

The ASRC operates as a center of development of an integrated research network that brings together faculty, students, and post-doctoral fellows to perform cutting-edge science. The goal is to educate trainees in becoming the new leaders of tomorrow, by providing growth in increasingly inter-related disciplines of applied science.

The IlluminationSpace Hub is designed to foster deep, ongoing collaboration between CUNY STEM and New York City communities, making science more responsive to local needs, and providing pathways to STEM education and careers for underrepresented and under-resourced groups. Our goal is to expand and deepen the way CUNY STEM facilitates science for the public good through programs that drive improvements in four areas: K-16+ STEM education, science communication, community-based science, and STEM workforce development.

GENERAL DUTIES

The ASRC is seeking a research assistant who will help with creating and distributing survey tools, collecting survey data, and executing focus groups. The ideal candidate for this position is a graduate student with some prior experience working on projects that involve survey distribution and data collection. This position will report to the IS Hub's two program directors. Responsibilities will include:

- Assist with creation and finalization of survey tools
- Distribute, track and collect survey tool responses
- Work with IS Hub evaluation team to organize data collection
- Assist with focus group recruitment, set up and execution
- Serve as a notetaker during focus group sessions
- Keep track of and help drive deadlines
- Other research-related tasks as needed, including literature reviews

This position is a non-tax levy appointment supported by funds administered through the Research Foundation of The City University of New York. As such you will be considered an employee of the Research Foundation and will be subject to Research Foundation personnel policies and procedures for project employees. All appointments are subject to budgetary guidelines, fiscal constraints, and satisfactory performance assessment with no presumption of retention.

Other Duties

Qualifications

MINIMUM QUALIFICATIONS

Required:

- Bachelor's degree or higher
- Previous experience assisting on survey distribution and data collection projects
- Excellent oral and written communication skills, attention to detail, and organizational skills
- Must be professional, team oriented and personable
- Must be highly motivated, able to take direction, work independently, and keep meticulous records
- Proficiency in Word, Excel, and PowerPoint

OTHER QUALIFICATIONS

- Programming online surveys (e.g., Qualtrics or equivalent online surveys)
- Screening potential research participants
- Participation in focus groups and/or qualitative interviews
- Survey development
- Project management experience

HOW TO APPLY

Applicants must apply online by submitting their resume and cover letter. Please do not include any other documentation.

CLOSING DATE

Closes: December 16, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.