Job Title	Research Assistant
PVN ID	BK-2503-006769
Category	Clerical/Office Services
Location	BROOKLYN COLLEGE
Department	Immigrant Health Lab
Status	Part Time
Hourly Rate	$18.00-$20.00
Hour(s) a Week	10.00-15.00
Closing Date	May 22, 2025 (Or Until Filled)

General Description

This study seeks to understand the dynamic complexity underlying acculturative stress and mental well-being among Ghanaian immigrants living in New York City.

The project will consist of a) convening a community advisory board; b) conducting surveys with community members; c) conducting community listening sessions; and d) developing and implementing a pilot intervention.

For this project, we are seeking a Research Assistant.

Primary Responsibilities:

Specific duties include (not limited to):

- Project expense submission of payment/reimbursement requests
- Purchasing and inventory of supplies, packing/mailing supplies to remote staff
- Order/Purchase, and track distribution of program materials and participant gift cards etc.
- Support meeting schedules for project team, advisory board, and other meetings as needed
- Help coordinate recruitment/follow-up with project participants and interviewers via phone calls, social media, Slack, and email
- Develop new program materials including recruitment flyers, social media posts, and radio/newspaper ads
- Participate in team meetings and brainstorming sessions
- Perform data entry and data management
- Support the planning and implementation of events, including space rental, food delivery, and vendor relations
- Administrative duties such as mailing, printing/copying, emailing, etc
- Completion of CITI training courses in social and behavioral research with human subjects is required for all staff and volunteers involved in this project. Will be provided.
- Other duties as assigned

Other Duties

Qualifications

- Recent grad or current graduate or undergraduate student pursuing a degree in accounting, business management, public health, nutrition, social work, medicine, nursing, or related fields
- Experience w. Microsoft (E.g., Word, Excel, PowerPoint), Google Drive (E.g., Docs, Sheets, Forms, Slides), social media, and Canva, or equivalent
- Experience with general office administration skills
- Accounting and/or grant management experience
- Articulate and tactful communication skills; readiness to meet and work directly with community members and research participants
- Ability to follow research protocol, handle, and protect confidential and sensitive data with integrity
- 10-15 hours weekly, in person at Brooklyn College and occasionally off-site
- Must be able to travel to sites in all five boroughs for special events, and occasionally work nights and/or weekends both remotely and in person as necessary

Preferred Qualifications:

- Experience using Quickbooks or other accounting software a plus