Job Title	Data Manager
PVN ID	HC-1509-000750
Category	Research
Location	HUNTER COLLEGE
Department	Psychology
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 14, 2015 (Or Until Filled)

General Description

The Center for HIV/AIDS Educational Studies and Training (CHEST) of Hunter College of the City University of New York (CUNY), is hiring for a full-time **Data Manager position** (part-time with benefits is negotiable). CHEST (www.chestnyc.org) is an internationally recognized multidisciplinary research center which blends academic and community-based work focused on sexual health, HIV/AIDS, LGBT issues, and substance use. CHEST is an equal opportunity employer.

Data Manager: The Data Manager will be responsible for assisting with several data-related aspects of existing grant-funded projects, including: ongoing data management and cleaning, syntax development, data documentation and tracking, and basic data reporting. The Data Manager will be responsible for performing these tasks for several large, ongoing projects broadly focused on substance use and HIV. The Data Manager will be part of CHEST's Data Team and the position requires a strong ability to learn quickly, work independently, and proficiently work across numerous tasks with similar deadlines.

Other Duties

Opportunities may exist for integration into existing projects such as manuscript development and publication and/or the development of independent research projects. We are looking for a motivated individual to become an integral part of our collaborative team and opportunities for career development and advancement exist.

Qualifications

Requirements: Bachelor's degree (minimum) with training and experience in quantitative research; experience working on databases for healthcare, medical, or research settings is highly desired; proficiency with data management and analysis using SPSS is mandatory. Applicants must be able to work independently in a self-directed fashion while managing multiple tasks. Full-time preferred but part-time commitments will also be considered.