

Job Title	Data Systems Manager
PVN ID	HC-1710-002131
Category	Research
Location	HUNTER COLLEGE
Department	CHEST
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 02, 2018 (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 Systems Manager** position (part-time negotiable). CHEST ([www.chestnyc.org](http://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 and we strongly encourage applications from individuals from diverse backgrounds, including racial/ethnic and sexual/gender minorities.

**Data Systems Manager:** This position will involve assisting with the conceptualization, design, and oversight of our database systems infrastructure at CHEST as well as supervision of other staff, including Database Specialist(s). The Data Systems Manager will be responsible for the conceptualization of databases along with project staff, the development and implementation of new databases, and the maintenance and oversight of existing databases; in particular, the position involves oversight of the complex communications both internally across database systems as well as externally (i.e., with API calls to outside servers such as Qualtrics).

## Other Duties

---

Opportunities exist for the development of independent research projects/areas, as well as integration into existing funded projects. We are looking for a motivated individual to become an integral part of our collaborative team.

## Qualifications

---

**Requirements:** Must be able to work independently and manage multiple tasks, with some history of supervisory experience. Bachelor's degree (minimum) required, with a focus on information technology, data science, or computer science preferred; a strong background in MS Access, Visual Basic, and SQL code, with demonstrated experience designing complex databases for the collection and storage of data; experience working on databases or electronic data systems for healthcare, medical, or research settings is highly desired; experience with data analysis programs such as SPSS will be considered favorably. Full-time preferred but part-time commitments will also be considered.

**Salary:** Commensurate with experience along with a competitive benefits package.

When applying please submit a cover letter, resume, and the names of at least three individuals who can be contacted for references Within your cover letter, please provide specific details regarding your current experience and expertise with MS Access, including any knowledge of VBA or SQL code. Only those applicants who are selected for interviews will be directly contacted.