
Job Title	Evaluation Manager
PVN ID	MD-2410-006533
Category	Research
Location	CUNY SCHOOL OF MEDICINE
Department	Office of Research
Status	Part Time
Hourly Rate	\$31.00-\$31.00
Hour(s) a Week	0.00-20.00
Closing Date	Jun 30, 2025 (Or Until Filled)

General Description

The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs) and reporting to the RCMI Internal Evaluator, the Evaluation Manager (EM) will assist in the development of program evaluation measures & documentation tools with an emphasis on data management and analysis; statistical programming; data coding, entry, and editing; technical report writing; and library research. The Evaluation Manager will develop & maintain a resource pool and provide RCMI MPIs and Core Directors consultation on research design and reporting methodologies; will aggregate and standardize existing databases as needed to ensure compliance with all data storage & access regulations.

Other Duties

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- Develop and collaborate on programs to meet the statistical & evaluation needs of NYC-MHESJ MPIs, Core Co-leaders, Research Project PIs, and Pilot Project PIs
 - Provide consultation to NYC-MHESJ community partners on designing data collection procedures, setting up data files, and applying appropriate computer techniques
 - Use of statistical program packages (SAS and SPSS), file editing systems, and other computational skills of primary importance to NYC-MHESJ core activities
 - Design data entry templates within SAS, SPSS, Excel, Access, and other programs, develop appropriate codes for data to be collected and develop and maintain coding manuals and data dictionaries/codebooks as necessary
 - Conduct preliminary data analysis and prepare programmatic reports as needed
 - Confer with others on the project team, contributing to team efforts to document activities, gather programmatic information, and/or populate data files
 - Review database characteristics, such as location, amount of space, & access method, and propose and make approved changes pertinent to project requirements
 - Protect the confidentiality of project data, ensuring compliance with FERPA and/or HIPAA regulations
 - Other duties as assigned

Qualifications

- A Master's Degree in a relevant field of study from an accredited institution and at least three to six (3-6) years of program evaluation experience pertinent to the scope and complexity of large NIH research grants; OR
- A Ph.D. in a relevant field of study from an accredited institution, a record of research, publishing, and scholarship, and at least (2) years of additional program evaluation experience pertinent to the scope and complexity of large NIH research grants; OR
- A background in statistics and an equivalent record of program evaluation experience pertinent to the scope and complexity of large NIH research grants AND
- Possession of the core competencies required at the time of hire AND
- Timely availability to begin and direct the project core AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration.

Core Competencies:

- Ability to develop and collaborate on programs to meet the statistical needs of a large NIH-Funded research project
- Ability to provide consultation to NYC-MHESJ community partners in designing data collection procedures and applying appropriate techniques
- Knowledge of statistical program packages, file editing systems, programs, and other computational skills of primary importance to NYC-MHESJ evaluation activities
- Ability to design data entry templates, assign appropriate data collection codes, and develop and maintain coding manuals and data dictionaries/codebooks
- Ability to conduct preliminary data analysis and prepare programmatic reports
- Ability to communicate effectively with project staff and internal & external constituents needed for NYC-

MHESJ documentation activities, programmatic information, and to populate data files

- Ability to review, suggest, and implement approved changes in database variables according to project requirements; identify database characteristics, such as location, amount of space, and access methods
- Expert Knowledge of FERPA and/or HIPAA regulations to ensure the confidentiality of project data, ensuring compliance with all regulations of a large NIH-Funded research project