

**EMPLOYMENT OPPORTUNITY**

Title: RxStat Student Intern (Part-time 14 hrs/wk)

Organization: New York County District Attorney's Office (DANY)

Division/Unit: New York/New Jersey High Intensity Drug Trafficking Area (NY/NJ HIDTA) detail to New York City Department of Health and Mental Hygiene (DOHMH)

Location: Queens, New York

Overview:

RxStat is an innovative public health and public safety partnership led by DOHMH with investment and in-kind contributions from partner organizations, including NY/NJ HIDTA, DANY, and the Office of the Mayor of New York City. A key component of the Mayor's Task Force on Prescription Painkiller Abuse, RxStat seeks to implement a data-driven approach to combat and prevent prescription drug misuse and associated public health and public safety consequences. RxStat is seeking a Student Intern to assist with the qualitative component of RxStat as well as quantitative data aspects as necessary.

The Student Intern will be hired as a contractor by NY/NJ HIDTA and will be detailed to DOHMH's Bureau of Alcohol and Drug Use Prevention, Care, and Treatment (BADUPCT). The Student Intern will report to an NY/NJ HIDTA employee also detailed to BADUPCT. BADUPCT develops, manages, evaluates and promotes program and policy initiatives to reduce morbidity and mortality related to alcohol and substance use among New Yorkers.

Scope of Work/Responsibilities:

- Support the qualitative component field and overall RxStat office activities
- Assist with scheduling appointments for focus groups and semi-structured interviews
- Make copies of interview guides for field interviews
- Assemble packets for field activities, including informed consent, incentive tracking forms
- Assist with data entry and preparation of PowerPoint presentations
- Conduct literature reviews and maintain related articles, policy documents, and reports
- Assist with other RxStat activities as directed

Qualifications and Skills:

- Experience and interest in qualitative research methods
- Experience conducting literature reviews
- Knowledge of drug-related issues and policy
- Excellent organizational skills
- Excellent computer skills including Word, PowerPoint, and Excel

Contract Rate & Term: \$20/hr, 14 hrs/wk for a period not to exceed nine months.

Benefits: The selected candidate will be hired as contractor and will not receive benefits.

Equal Employment Opportunity

TO APPLY, PLEASE SUBMIT COVER LETTER AND RESUME (including two professional references) BY E-MAIL TO JOHN HRENO, NY/NJ HIDTA (jhreno@nynjhidta.org).

Post date: 10/10/2013

Post until: Position filled