



DEPT OF HEALTH/MENTAL HYGIENE  
Job Posting Notice

**Job ID:** 161719 **# of Positions:** 1  
**Business Title:** College Aide, 2nd Year Graduate, World Trade Center Health Registry  
**Civil Service Title:** COLLEGE AIDE (ALL CITY DEPTS)  
**Title Code No:** 10209 **Level:** 01  
**Job Category:** Clerical & Administrative Support  
**Career Level:** Student  
**Proposed Salary Range:** \$ 9.25 - \$ 13.15 (Hourly)  
**Work Location:** 42-09 28th Street  
**Division/Work Unit:** World Trade Center Health Registry

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### Job Description

The WTCHR is seeking a College Aide – 2nd Year Graduate to work in the Registry in the Medical Surveillance and Health Promotion Unit with the Lead Scientist for Substance Use Studies. Under supervision, the student will perform duties related to the student's specific graduate course of study. In addition, under supervision, perform a variety of assignments in order to meet the program's goals and objectives

#### DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

- Complete a literature review on mortality related to alcohol and other drug use, Participate in an analysis of mortality data.
- Assist in other mental health and substance use analyses as appropriate, Opportunity to analyze data for use in a Master thesis or Capstone project.

#### Minimum Qual Requirements

For Assignment Level I:

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

For Assignment Level II (Information Technology):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

For Assignment Level III (Information Technology Fellow):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

#### SPECIAL NOTE

Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be

employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

**Preferred Skills**

Excellent verbal and written communication skills Proficient knowledge of Microsoft Office Experience with statistical analyses and software (e.g., SAS), research methodology and performing literature reviews

**To Apply**

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 161719.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

**Work Location**

42-09 28th Street, Queens, NY, 11101

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE:** 08/15/2014

**POST UNTIL:** Until Filled

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