



DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

Job ID:	132725	# of Positions:	1
Business Title:	PCSI Intern - College Aide, 2nd Year Graduate		
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:	\$ 8.00 - \$ 12.96 (Hourly)		
Work Location:	42-09 28th Street		
Division/Work Unit:	Disease Control Administration		

Job Description

Program Collaboration and Service Integration (PCSI) is an initiative in the Division of Disease Control with the goal to increase collaboration across HIV/AIDS, STD, tuberculosis (TB), and viral hepatitis programs, by decreasing duplication of efforts across DOHMH programs, improving data sharing across programs to better understand co-occurrence and co-infection of disease, and facilitating delivery of integrated services to the public. PCSI staff are located at the Division level and work collaboratively with staff from all Disease Control programs including the Bureaus of HIV, STD, TB, Communicable Disease, and with community providers.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

- Assist with data analysis using SAS and ArcGIS.
- Assist with preparation of manuscripts, presentations and other written documents.
- Participate in all meetings relevant to the PCSI Syndemic including the Data Advisory Committee meetings.
- Conduct literature searches and reviews, •Other duties related to the PCSI Syndemic 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

Preferred Skills: Experience with analyzing data using SAS; Experience working with large datasets

Experience working with surveillance data; Experience creating maps using ArcGIS

Experience with Microsoft software applications with strong emphasis on Outlook, PowerPoint, and Excel

Able to work independently and take direction from supervisor; Strong organizational and communication skills; Strong writing skills

Experience with literature review and manuscript preparation.

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number #132725.

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, Long Island City, NY

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 10/07/2013
DATE:

POST
UNTIL: Until Filled

The City of New York is an Equal Opportunity Employer