

Per-Diem Research Associate, Institute for Community Health

This position is per-diem. The Research Associate will likely work about 30 hpw, with the possibility for this to become a full time position.

Responsibilities:

The Research Associate will uphold ICH's core values: Understanding and respecting diverse populations as well as the uniqueness of communities, safe-guarding privacy, supporting and building lasting partnerships, and improving the health status of communities.

Evaluation and Research Project Support:

The Research Associate is responsible for carrying out the day-to-day activities of projects under supervision of a team's Project Manager, including:

- Coordinate project and community partner meetings, including scheduling meetings, developing agendas, compiling resources and completing minutes
- Develop strong working relationships with managers, staff and community partners
- Develop IRB applications and maintain IRB documentation
- Support development of project strategy, logic models and evaluation plans
- Develop or assist in development of needs assessment, evaluation, research and other project tools
- Collect data, including implementing surveys, conducting interviews and moderating focus groups
- Provide oversight to data management and complete data entry and data abstraction
- Participate in the analysis and interpretation of both qualitative data and quantitative data, including preparation of charts and graphs
- Assist with coordination of team communications and project deliverables
- Collaborate with project team to complete day-to-day work
- Participate in meetings and contribute to discussion regarding project activities
- Participate in the writing of reports and other dissemination materials (i.e. developing power point presentations) for community partners and funders; integrate qualitative and quantitative data in to reports
- Present project related work at local, state and national meetings and other venues
- Complete other project-related assignments, including literature searches
- Provide mentoring and supervision to students in their placements and review their work

Requirements:

- Bachelors or masters degree in public health, sociology, anthropology, or related field strongly preferred
- Good organizational skills, attention to detail and ability to multi-task
- Ability to balance multiple projects and be flexible in day-to-day work tasks
- Ability to take direction from multiple project Principal Investigators and Project Managers
- Experience in community-based research or evaluation, including developing research instruments and collecting and analyzing qualitative and quantitative data
- Excellent written and oral communication skills
- Basic knowledge of research and evaluation methods
- Ability to work collaboratively with other ICH staff
- Be at ease interacting respectfully with community partners and community members
- Strong computer skills, including knowledge of MSOffice and Outlook
- Ability to travel independently to meetings locally and statewide