



EMPLOYMENT OPPORTUNITY

Job Title: Research Assistant
Department: Chronic Care Management
FLSA classification: Non-Exempt

Job Summary

This posting is for an English-Spanish bilingual full-time research assistant who will work closely with the principal investigator (PI), and other members of the research team, to conduct project evaluation activities for the Family Partners for Health Action (FAM-ACT) research project aimed at producing structured and evidence-based approaches that engage family supporters in helping at-risk adults initiate and sustain effective diabetes management behaviors. Duties include: assist with managing and conducting research projects; assist in intervention material preparation, screen and recruit participants, and arrange and conduct study assessments; data collection, checking, and management; quality control; gather and summarize information about research topics; help prepare findings for publication; draft reports and presentations about research program; note-taking at team meetings; travel to participant homes within a specified geographical area, and to other various sites, as appropriate to the objectives of the study; and other study-related tasks.

Responsibilities

Research Participant Interactions: In adherence with study protocol: conduct subject screening and recruitment procedures; complete subject follow-ups; collect data via face-to-face and telephone interviews with enrolled subjects; collect data via abstraction of paper and electronic medical records; maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary; and maintain fiscal account for subject payment and process subject payments.

Research Data: Update and help maintain systems for data entry, data tracking, data editing, data back-up, and data reporting. Conduct quality assurance procedures to ensure accuracy of data including verification and editing of data and resolution of incomplete or inaccurate data entries.

Assist with Project Coordination: Attend meetings to report on status of projects, to give input on new processes, and resolve problems or conflicts.

Study Regulatory Tasks and Reporting: Assist principal investigator and research team in preparing consent forms and obtain and document informed consent from study subjects. Ensure compliance with IRB regulations in all aspects of study conduct.

Research Communication: Assist in developing and implementing communication strategies to enhance recruitment efforts. Assist in preparing research findings for presentation and publication, including posters, and oral presentations as well as literature searches and creation of databases. Using Excel or Access to create databases to organize information in preparation for manuscripts and grants. Manage and respond to project related emails. Assist with communicating with external stakeholders including creating layperson friendly research briefs and social media posts. Establish and maintain constructive and cooperative working relationships with participants and others.

Miscellaneous Research Program Support Tasks: Including but not limited to supporting the PI/study team with the planning of meetings, preparation of research findings for presentation and publication. Conducts literature searches using online databases. Assist with procuring study supplies and tracking amounts spent. Provide administrative support, as necessary (e.g., meeting scheduling, record keeping from meetings), and assist with other duties as determined by the PI/program manager.

Required Qualifications

- Bachelor's degree in public health, social work or related field, or equivalent education and experience. Master's degree preferred.
- Must be comfortable discussing sensitive behaviors and lifestyles with participants and their families.
- Experience working with multicultural communities, including Latino population.
- Experience with clinical or health services research involving adult participants, and experience with computerized databases.
- Experience administering diagnostic interviews and other test batteries.
- Experience in public speaking

- Must be able to work evenings and weekends as needed to accommodate participant needs and preferences.

Special Requirements, Qualifications, Licenses or Certifications:

- Must be bilingual and able to communicate effectively, both orally and in writing in Spanish and English.
- Position requires independent travel to participant homes, and occasional travel to the University of Michigan in Ann Arbor, and other assigned travel.
- Must have valid Michigan driver's license and access to an insured automobile that lists employee on the insurance policy.
- Completed degree from an accredited institution that are above the minimum education requirement may be substituted for experience. High school diploma or GED with at least 1 year of experience that can be demonstrated to be applicable to the duties listed in the job description. Directly related higher education gained from an accredited institution may be substituted for experience.

All candidates interested in applying must submit their resume to:

employment@chasscenter.org or FAX: 313.849.4826