

## Research Study Assistant (Center for Community Health) - Part-time (Remote)

Northwestern University, Center for Community Health

**Job Summary:** This position sits within the [Center for Community Health \(CCH\)](#), a center within the [Institute for Public Health and Medicine \(IPHAM\)](#). This position is a part-time position (10-12 hours/week) for a Research Assistant with experience with program coordination/management. A fully-remote position can be considered pending some transportation challenges, namely, for those that would need to commute long distances from rural areas.

Performs social-behavioral research and program coordination duties by distributing recruitment materials, following protocols; managing IRB submissions and documents, manage standard operation of procedures, manages communication with community partners, drafts emails on behalf of the PI, works with the PI to execute and organize purchasing needs of the study, assist in study organization responsibilities. Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Robert H. Lurie Comprehensive Cancer Center's Scientific Review Committee.

The CONNECT Study in the [Center for Community Health](#) (CCH) is creating and testing the usability of a tool to help rural older adults with cancer and anxiety navigate telehealth platforms. We will conduct one-on-one interviews and focus groups with key stakeholders to assess the facilitators and barriers to accessing and navigating telehealth platforms for rural older adult cancer survivors. Interviews and focus groups can be conducted over the telephone, via Zoom, and in person. We interview experts and community members to iteratively develop the tool. Finally, we will test the usability and acceptability of the tool with a small group of rural older adult cancer survivors. The study's objective is to test the usability and acceptability of the telehealth navigation tool to inform future intervention use. We will learn this information from interviews and focus groups with rural survivors, caregivers, and healthcare professionals; experts in telehealth services, rural cancer care, and mental health; and a team of rural community members closely affected by cancer.

### Specific Responsibilities:

#### Technical

- Participates in the planning & conducting of research studies.

#### Communication, Outreach & Recruitment

- Assists program/project marketing/branding efforts.
- Engages in outreach/field relations serving a number of goals, including recruitment, participation, relationship building, etc. to support continued program/project development & improvement.

#### Administration

1. Setup and manages study databases which may include ensuring that data is collected & entered correctly.

*Performs other duties as assigned.*

### Minimum Qualifications:

1. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience
2. Program coordination experience
3. Strong community engaging or organizing skills
4. Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

1. Excellent organizational, analytical, technical, and problem-solving skills
2. Strong interpersonal communication skills (oral and written)
3. Able to coordinate research studies, executing day-to-day tasks and intermittent regulatory tasks (e.g., IRB approvals)
4. Proficient use of Microsoft applications (e.g., Word, Outlook, Teams)
5. Strong note-taking skills

**Preferred Qualifications: (Education and experience)**

1. N/A

**Preferred Competencies: (Skills, knowledge, and abilities)**

1. Has experience with Canva or other design tools
2. Has experience with RedCap or other data management tools
3. Preferred experience in community-engaged research or community advocacy and health

**Application Instructions:** Please email CV/resume and cover letter to [marquita.lewis-thames@northwestern.edu](mailto:marquita.lewis-thames@northwestern.edu)