Research Study Assistant (Center for Community Health) - Part-time
This position sits within the Center for Community Health (CCH) within the Institute for Public Health and Medicine (IPHAM). This is a hybrid remote/in-person role and qualified candidates should reside in the Chicagoland area. This position is a part-time position (15-20/hours-week) for a Research Assistant with experience with qualitative analysis and program coordination/management.

Must have experience with qualitative research analysis. Performs qualitative analysis duties by moderating and recording interviews and focus groups, work with the other lab members and the PI to assess themes from interviews and focus groups, & code transcripts.

Performs social-behavioral and health services research, and program coordination duties by distributing recruitment materials, participant screenings, administering tests &/or questionnaires following protocols; collecting, compiling, tabulating &/or processing responses; gathering information.

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 SYNERGY Study in the Center for Community Health(CCH) will test the feasibility, acceptability, and implementation of a novel survivorship care model that embeds a Community Health Worker in a clinical survivorship care team to help rural lung cancer survivors improve their timely follow-up care. We will conduct individual semi-structured interviews with key stakeholders to develop the model. Interviews can be conducted over the telephone, via Zoom, and in person. We will also interview experts and community members to iteratively develop the model. Finally, we will test the model’s acceptability, feasibility, and implementation in a small pilot trial. The study’s objective is to test its acceptability, feasibility, and implementation in a small pilot trial to inform future intervention use.

Specific Responsibilities:
Technical
- Recruits and retains study participants.
- Reviews & obtains informed consent.
- Facilitates communication with key personnel & participants to maintain project study flow.

Administration
- Performs scientific literature searches in support of research.
- Performs other duties as assigned.

Minimum Qualifications:
- 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
- Program coordination experience
• Strong community engaging or organizing skills
• Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Minimum Competencies: (Skills, knowledge, and abilities.)
• Excellent organizational, analytical, technical, and problem-solving skills
• Strong interpersonal communication skills (oral and written)
• Able to coordinate research studies, executing day-to-day tasks and intermittent regulatory tasks (e.g., IRB approvals)
• Proficient use of Microsoft applications (e.g., Word, Outlook, Teams)
• Strong note-taking skills

Preferred Competencies: (Skills, knowledge, and abilities)
• Has experience with Canva or other design tools
• Has experience with RedCap or other data management tools
• Preferred experience in community-engaged research or community advocacy and health

Job Type: Part-time
Schedule:
• Choose your own hours
• Day shift
• Monday to Friday

Education:
• Bachelor's (Preferred)

Experience:
• Research: 1 year (Preferred)

Work Location: Hybrid remote in Chicago, IL 60611

Apply Here:
Research Study Assistant (Center for Community Health) - Part-time
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