Research Assistant, Part-time, Temporary

Northwestern University, Center for Community Health

Application Instructions: Please email CV/resume and cover letter to marquita.lewis-thames@northwestern.edu

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 (1/day-week) for a Research Assistant with experience with qualitative analysis.

Experience with qualitative research analysis. Performs qualitative analysis duties by moderating and recording interviews and focus groups, work with the PI to assess themes from interviews and focus groups, & code transcripts. Performs social-behavioral 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 CENTRAL project in the Center for Community Health (CCH) is a study that is looking at the implementation of survivorship care for rural lung cancer survivors and their caregivers. We will conduct one-on-one interviews and focus groups with lung cancer survivors and their caregivers from rural counties in Illinois. Interviews and focus groups can be conducted over the telephone or via Zoom. The study's objective is to know how rural lung cancer survivors learn about the care they need to have after completing their cancer treatment. We also want to know about the unique needs that rural survivors need to have to adhere to their providers’ after-treatment care recommendations. We will learn this information from interviews and focus groups with 72 rural survivors and caregivers.

Specific Responsibilities:

Technical
- Participates in the planning & conduct of research studies.
- Works with the PI to analyze data from transcripts.
- Recruits & retains participants.
- Obtains informed consent.
- Administers tests &/or questionnaires following protocols.
- Moderates, records, and takes notes for interviews and focus groups.

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 and 4 years' research study or other relevant experience required
2. Some qualitative analysis experience
3. 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)

Preferred Qualifications: (Education and experience)
1. At least one qualitative course taken in the past or currently

Preferred Competencies: (Skills, knowledge, and abilities)
1. Experience moderating focus groups and/or interviews
2. Familiar with Nvivo or other types of qualitative analysis software
3. Interest in rural health
4. Preferred experience in community-engaged research or community advocacy and health

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