

UNIVERSITY OF COLORADO DENVER

Professional Research Assistant
Job Description

Centers for American Indian and Alaska Native Health

Position Number: 653623

Job Posting Number: RF00853

The Centers for American Indian and Alaska Native Health (CAIANH) of the University of Colorado Denver is seeking a professional candidate to work in a part-time position as a Project Manager on two related research projects: (1) the Intervention to Enhance Numeracy in Diabetes and (2) the Numeracy Intervention to Improve Diabetes Self-Management. The overall mission of CAIANH is to advance the health of American Indian and Alaska Native communities by means of research, training, technical assistance, and information dissemination. More information about CAIANH may be found at: <http://www.ucdenver.edu/caianh>

Nature of Work:

These NIH-funded studies will result in development and testing of two interventions designed to teach American Indians the numerical skills involved in diabetes self-management. The interventions will be tested as part of a single, integrated field test.

Professional Field:

Diabetes, public health & clinical research trial experience

Supervision Received:

This position will report to the Principal Investigator.

Supervision Exercised:

None

Examples of Work Performed:

The Project Manager will be hired at .50 FTE and is expected to increase to .70 FTE during peak periods of data collection. This position will be responsible for conducting and overseeing all field test activities, including participant recruitment, scheduling and conduct of data collection visits, and coordination and conduct of intervention visits. The successful applicant will ensure that data are collected following the study protocol, that the interventions are implemented as designed, and that the rights of research participants are respected. The Project Manager will work closely with the Principal Investigator and project team from the University of Colorado Denver to conduct the field test. **As the field test will be conducted on the Yakama Indian Reservation in Washington State, the successful applicant will need to reside on/near the Yakama Indian Reservation.**

This position will involve:

1. Management of all study-related work conducted at the field office site (Yakama Indian Health Service clinic)
2. Conducting all aspects of recruitment, consenting, data collection, data reporting, arranging participant appointments, and intervention implementation
3. Reporting of unanticipated events

4. Preparation of reports and other materials for regulatory organizations – such as the University Institutional Review Board (IRB), Indian Health Service IRB, and the Tribal Council – and contributing to progress reports made to the funding institute.
5. Occasional travel to Denver, CO, is required

Knowledge, Skills and Abilities:

- Knowledge of research methods and human subjects research regulations will be essential for this position. Previous experience working in research is desired; experience with the coordination of research studies is preferred.
- The ability to work independently and to coordinate effectively with a project team located in a different state is essential.
- Good communication skills (both oral and written) and interpersonal skills are essential.
- Diabetes knowledge and graduate studies in health care, research methodology, or public health research are advantageous but not required.
- The ideal candidate will be reliable, independent, and inquisitive with excellent research and coordination skills, and the ability to work effectively with Native people.

Minimum Requirements:

Bachelor's degree

Salary Range:

\$20,000 - \$22,500 (.50 FTE), commensurate with experience. Position is expected to increase to .70 FTE during peak periods of data collection. This position is eligible for full University benefits.

Please submit your application online at www.jobsatcu.com, including a cover letter, resume, and names of three references as attachments to your application. Job Title: IntEND/CDTR Project Manager.

Application Deadline:

Review of applications will begin on November 18, 2013, and will continue until the position is filled.

Notification to Applicants:

A verbal offer will be extended to the successful candidate, pending completion of University and federal background checks to allow access to the Yakama Indian Health Service clinic. A hiring selection is anticipated by December 1, and the background screening process is expected to take up to two months. The job will not begin until the successful candidate has cleared both background checks.

The successful candidate will also need to provide documented evidence of immunity to rubella and measles (immunization records) to meet the clinic's requirements for on-site workers.

Projected Hire Date:

February 1, 2014

Source of Funding:

IntEND 63006037
CDTR 63006623

The University of Colorado Denver requires background investigations for employment. The University of Colorado is committed to diversity and equality in education and employment.