**Position Title:  Research Associate II**

**Grade:  29E**

**Deadline: Open Until Filled**

**CONTEXT OF THE JOB:**

The Center for Health Assessment Research and Translation (CHART) at the University of Delaware is looking for a full-time research assistant to assist our research faculty and scientists in carrying out grant-funded research projects. The Center aims to improve the quality of healthcare and quality of life for children and adults with chronic conditions by improving patient assessment tools and practices. In particular, our team of psychologists and psychometricians studies the science and practice of outcomes measurement in rehabilitation medicine. CHART is funded through multiple grants from the National Institutes of Health (NIH), National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), the Department of Defense (DoD), and private foundations.

**MAJOR RESPONSIBILITIES:**

Develop Study Procedures:

* Prepare/Assemble project briefing books; help coordinate grant meetings.
* Assist with creating Manuals of Procedures (MOPS) for specified projects.
* Develop recruitment, recordkeeping, tracking, communication, and data collection procedures for all studies.
* Prepare and submit IRB applications, continuations, and amendments.

 Data Collection:

* Follow protocol and collect data as required.
* Follow all protocols for Good Clinical Practice.
* Monitor recruitment targets and independently meet recruitment goals.
* Communicate with investigators when struggling to meet goals

 Preparation of Specifications and Testing of Data Management Systems:

* Preparation of Specifications and Testing of Data Management Systems:
* Working with investigator, assist in preparing scale specification sheets for scales and data collection systems.
* Working with investigator, assist in developing data collection platform (in REDCap, Assessment Center, or similar) for studies.
* Working with investigator, assist in providing specifications to collaborative sites as appropriate.
* Working with investigator, run test cases to test system as required.

 Data Management:

* Monitor subject accrual and report to study team members.
* Implement new strategies and processes to achieve targeted enrollments.
* Monitor completeness of data and communicate loss of data to supervisor when it happens.
* Ensure that all targets and timelines are met.
* Develop and implement audit processes to review data quality and human subjects’ compliance.
* Conduct data cleaning and clearly name and label all data prior to analysis.

 Assist in Grant Preparation Including Grant Text and Budget Support:

* Assist PI in developing selected grant sections (preparing sections/tables/figures).
* Coordinate and assist in preparation of adjunct material (e.g., biosketches, letters of support, letters of intent).
* Coordinate literature reviews/reference sections.
* Assist PI in preparing annual reports.

 Code Qualitative Data:

* Develop Codebooks for Qualitative Data Analyses.
* Code qualitative data as appropriate.
* Help coordinate with local sites.
* Prepare results.

 Conduct Patient Interviews:

* If grant requires data collection, conduct phone interviews and/or in-person testing as appropriate.
* Ensure standardized procedures are followed.
* Assist in Writing and Preparing Manuscripts, Posters, Website Materials, and other Publications.
* Prepare references in reference management software.
* Format manuscripts for journals and submissions online.
* Prepare graphs, tables for presentations and journal publications using computer software.

**QUALIFICATIONS:**

* Bachelor’s degree and two years related experience, or equivalent combination of education and experience. Degree in psychology or related field preferred.
* Effective oral and written communication skills.
* Excellent organizational and interpersonal skills.
* Ability to work on multiple projects concurrently.
* Ability to work independently or in a group.
* Ability to follow and take directions.
* Proficient computing skills.
* Knowledge of REDCap desirable.

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