

**Child Study Center at NYU Langone Health
Department of Child and Adolescent Psychiatry**

**Job Description for
Research Associate**

1 Full-time position available

Starting salary: \$\$42,900

Start date: May 1 or sooner

FLSA Status: Exempt

Description: The research associate will support the Evidence-Based Treatment Dissemination Center (EBTDC). The EBTDC is a NYS Office of Mental Health funded technical assistance center focused on delivering trainings in various evidence-based practices for child-serving mental health professionals throughout the state of NY. The research associate will be expected to work collaboratively with research/program/department staff, OMH personnel, mental health agency leadership, and community-based providers.

Overall Job Responsibilities: The individual must have strong organizational, analytic, and communication skills, as they will be tracking and managing large amounts of project information and working within a multidisciplinary team. The RA will coordinate meetings and trainings, support trainers during online trainings, participate in trainee recruitment and enrollment, and conduct various forms of data collection. The individual will also assist in data entry, data management, and other aspects of the research and evaluation process. Overall, the candidate will be responsible for assisting in the coordination and organization of projects, including administrative tasks across various trainings within the program.

Principal Responsibilities:

- Works closely with program staff to coordinate schedules, registration, enrollment, and preparation for various trainings.
- Maintains communication with community mental health providers interested in trainings and provides technical assistance to providers and trainers during trainings.
- Assists with edits to program website
- Works with team to promote trainings across various platforms (website, social media, email, etc).
- Works with trainers to prepare training content.
- Reads and understands relevant scientific literature.
- Contributes to the preparation of articles on research/evaluation outcomes and progress and to the submission of same for publication.
- Participates in the editing and proofing of grant proposals, progress reports, and manuscripts for publication and recommends modifications to the Principal Investigator, Research Coordinator, and other program staff.
- After a period of time working with the program, the candidate may be expected to train graduate students and/or interns.
- The position may require off-site travel to sites within NYC and across New York state.
- Minimum two-year commitment required, on course for doctoral program.

Minimum Qualifications:

Successful candidate must be well-organized and able to work collaboratively on teams. The candidate will have the opportunity to contribute to the larger mission of the Center, take

advantage of rich opportunities to engage in policy-relevant implementation programming and research.

- BA (can be awarded May 2023) in psychology, child development, education, or a related field.
- Minimum of 6 months experience working/interning/volunteering in a research setting.
- Familiarity with the field of children's mental health and evidence-based practice.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Exceptional organizational skills.
- Demonstrated ability to take initiative and problem-solve.
- Ability to interface effectively with all levels of management and must work and communicate effectively with both internal and external parties.
- Ability to work productively within a team environment, as well as independently. Comfort working and communicating with a team both remotely and in person.
- Ability to multi-task, manage both big picture and day-to-day tasks, and meet deadlines.
- Introductory experience with data entry and data management (ideally familiarity with Redcap, Qualtrics, and/or similar programs).
- Proficiency in using various Microsoft Office applications such as Word, Excel, Power Point, and Outlook.

Preferred Qualifications:

- Knowledge of basic statistical principles and proficiency in programming using SPSS, SAS, STATA, or R is a plus.
- Knowledge of Redcap and Qualtrics
- Experience in the field of implementation science
- Familiarity with web-based programs like Mailchimp, Canva, Weebly

Working Conditions/Physical Demands:

- Business Office Setting.
- Some ability to work remotely as well.
- Start date: ASAP

Applicants should apply here: <https://jobs.nyulangone.org/job/17917451/research-associate-new-york-ny/#tab-id-2>

Please also send cover letter and CV to Nicole.Wang@nyulangone.org