

PHC Research Assistant

We are seeking a research assistant to facilitate medical and behavioral health projects in the Pediatric Heart Center (PHC) for 20 hours a week. This position may have the potential to be increased to a full-time position, if desired. The PHC is an interdisciplinary clinic serving the vast majority of pediatric patients with congenital heart disease and cardiac symptoms in the state of Rhode Island. This position blends support of research projects, program evaluation, and clinical initiatives, such as Heart Camp and screening. Supervision is provided jointly by cardiology and psychology.

Specific tasks will include assistance with drafting and submission of research materials, data management, developing and following program evaluation protocols, administering questionnaires to children and their parents, preparing and summarizing results, and other tasks integral to research and program evaluation. The RA will also provide support to the Heart Camp administrative team, participate in program development related to Heart Camp and behavioral health initiatives, and be involved in running of programming. The research assistant may have the opportunity to participate in generating presentations, reports, and manuscripts as the data permit.

Responsibilities include but are not limited to:

1. Support cardiac providers, psychologists, trainees for PHC and multi-site collaboration research efforts.
2. Prepare materials for and manage IRB submissions including new projects, revisions, and progress reports for retrospective and prospective studies.
3. Conduct all aspects of data management (e.g., collection, entry, cleaning) for qualitative and quantitative projects.
4. Assisting with project coordination, including administrative tasks (e.g., organizing agendas, tracking study decisions and milestones) and communication with team members and study participants/patients.
5. Support clinical program development by drafting psychosocial programming materials.
6. Support Heart Camp administrative team and activities.
7. Draft research training manuals and procedures.
8. Conduct literature reviews, support manuscript preparation, oral presentations, poster presentations, and grant writing.

Requirements

1. A bachelor's in psychology, biology, public health or a related field
2. Ability to commit to the position for at least 2 years
3. Experience with research concepts and techniques, including qualitative interviewing and/or quantitative analysis preferred
4. Ability to function autonomously in a collaborative interdisciplinary team involving research, medical and mental health care
5. Excellent written and verbal communication and interpersonal skills
6. Demonstrated strong administrative skills and a strong attention to detail
7. Strong computer skills (familiarity with REDCAP, SPSS, Excel)

8. Ability to work harmoniously with diverse groups of individuals, including children and parents
9. Availability and willingness to work some evenings and weekends on a limited basis

This opportunity will provide excellent research training and public health experience for those considering pursuing graduate studies in psychology or public health, as well as those planning to apply to nursing or medical school.

To apply, please send a cover letter, resume/CV, and two written recommendations (sent directly by your recommenders) to Louise Potvin (ldamato@lifespan.org) and Barbara Jandasek (bjandasek@lifespan.org). We will review applications as they are received and contact applicants to extend interview invitations. We will accept applications until the position is filled.