

## **Program Coordinator at Northwestern University**

### **Job Summary:**

#### Lab for Scalable Mental Health

The Lab for Scalable Mental Health (LSMH; <https://www.schleiderlab.org/>), directed by Dr. Jessica Schleider, conducts research at the intersection of digital health, public health, dissemination and implementation science, and clinical psychology. The Lab's overarching mission is to create, evaluate, and disseminate brief, scalable supports that bridge traditionally-unfillable gaps in mental healthcare ecosystems, with a focus on harnessing technologies to serve youth facing structural barriers to treatment. Our team has pioneered a new area of intervention science—single-session interventions (SSIs) for mental health—that opens tangible paths toward reducing mental health problems at scale. Via multiple federal, foundation, and industry-funded grants, LSMH has led more than a dozen clinical trials and cross-sector evaluations of digital and lay provider-delivered SSIs. Through these initiatives, LSMH's SSIs have served more than 35,000 people to date. LSMH is a team science-oriented, dynamic research environment including members at all professional levels, including undergraduates, postbaccalaureate staff, doctoral students, and postdoctoral fellows. LSMH is committed to ensuring that diverse voices and perspectives are reflected in the Lab and to ensuring all members' career development growth.

#### Overview/Background about the Department of Medical Social Sciences (MSS)

As of September 2023, LSMH will be housed in Department of Medical Social Sciences (MSS) in the Feinberg School of Medicine at Northwestern University. MSS is a novel transdisciplinary department that advances innovative social science methods to improve health outcomes. We serve as a collaborative hub across clinical and basic science departments in the medical school and the Evanston-based arts and sciences schools. We intend to meet a growing need for expanded interdisciplinary scientific collaboration, to promote discovery of multidimensional mechanisms of health and disease, to improve adult and child health status and outcome assessment, and to collaborate with partners across the translational spectrum. MSS is committed to creating a world of inclusion, health, and well-being for all. We hire the best people from a wide variety of backgrounds because drawing on diverse perspectives and experiences will be the foundation of our department's future success.

#### LSMH Program Coordinator

The LSMH Program Coordinator is a newly created Lab-wide position designed to provide operational and administrative support to Dr. Jessica Schleider (Lab Director), and to develop and coordinate efficient systems for lab-wide communication and scientific operations spanning multiple large-scale projects. The Coordinator will support scientific activities of LSMH and contribute to building operational best-practices Lab-wide. The individual must be well-organized with a high level of initiative, very attentive to detail, possess excellent written and spoken communication skills, and have an outstanding ability to manage and work well with a diverse set of staff and researchers at all educational levels.

The Coordinator will work closely with the LSMH team to maintain, implement, manage, and improve efficient systems for lab operations and functioning. They will also be responsible for meeting coordination, minutes and tracking of follow-up and action items. This individual will oversee hiring and onboarding of LSMH staff positions. They will be the lab's primary liaison to the Department (MSS) and University systems (e.g., HR). The coordinator will also provide academic support on manuscript, IRB proposal, and grant preparation.

This Program Coordinator position is an ideal opportunity for individuals interested in learning more about real-world research in scalable mental health interventions, digital mental health, and management of team-based intervention and implementation science. The Coordinator will have exposure to a broad range of career pathways, interests, and expertise domains represented by the LSMH team. Depending on interests and skills, there may be opportunities for the exceptional individual to engage in research activities, from collaborating on research projects to co-authoring scientific manuscripts to contributing to grant proposals.

Key responsibilities include:

Administrative support to Dr. Schleider, including scheduling and a range of day-to-day administrative tasks.

Contribute to the implementation and management of program-wide communication and scheduling systems, including: well-organized and efficient systems of staff/lab member communication, meeting documentation, file organization (within and across lab projects), and progress tracking; training team in active use of systems, including communication and scheduling systems.

Refine, develop and ensure ongoing updating of Lab-wide operational procedures. Work closely with LSMH leadership and team members to develop program-wide clear, well-documented administrative procedures and manuals for program operations including staff onboarding, participant payments, IRB submission, grant submission, and a broad range of operational tasks.

Meeting coordination: scheduling weekly and monthly meetings; orchestration and monitoring meeting follow-up including action items, meeting summaries, progress monitoring etc.

Grant preparation and submissions support, including: collaborating with research administration on tracking and collating specialized grant documents; working with LSMH researchers on both scientific documents and research Biosketches; assisting with administrative documents; formatting, proofreading, and editing final grant documents.

Provides management for an education, research &/or operations program/project, recommending goals, assessing feasibility and ongoing performance & providing day-to-day oversight of administrative & operational functions.

The program/project is summarized below. (Definitions: Program: plan or system of taking action toward a goal. Project: planned actions with specified beginning & end.)

Please highlight areas of responsibility:

- Administration
- Communications
- Evaluation
- Events
- Grants/Contracts
- Human Resources
- Program Development
- Student Support

**Specific Responsibilities:**

*Administration*

- Manages day to day operations.
- Ensures that program/project mission, values, guidelines, policies & procedures are implemented & maintained.
- Manages design and development of program databases; compiles & analyzes data; prepares reports.
- Reviews processes and recommends changes to incorporate state-of-the-art technology as appropriate into administrative, recruitment, marketing, and educational components.
- Identifies service improvement opportunities that will better enable program/project to achieve its goals and objectives.

#### *Communication, Outreach & Recruitment*

- Develops coordinated, consistent marketing and brand messages.
- Creates state-of-the-art website.
- Incorporates social media and networking into program/project aspects as appropriate.

#### *Evaluation*

- Coordinates the collection, analysis & reporting of required information for surveys, review documents, public information documents, etc.

#### *Events*

- Coordinates programming, educational, student, alumni, workshops, meetings, etc. including speakers, agendas, etc.
- Ensures that event details including communication, venues, presenters, travel arrangements, materials, refreshments and technology are arranged and completed in an appropriate and timely manner.

#### *Grants & Contracts*

- Prepares proposals; provides administrative guidance for grant preparations including budgets and justifications.
- Identifies grant funding.

#### *Human Resources*

- Ensures human resources programs, policies, & procedures are implemented & consistently applied.
- In consultation with management & Central HR, administers HR solutions.
- Maintains excellent working relationship with Office of Human Resources.

#### *Regulatory Compliance*

- Ensures compliance with all necessary organizations.
- Prepares documentation as required.

#### *Miscellaneous*

- Performs other duties as assigned.

**Minimum Qualifications:**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience.
- 1 year program/project management or other relevant experience.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree
- 1 year program/project management or other relevant experience.
- Familiarity with word processing, spreadsheet, database, and web-based applications.

**Preferred Qualifications:**

- A master's degree in psychology, public health, social work, or related field
- 3 years of program/project coordination, management, or related experience
- At least one year of experience managing teams of 10+ people
- At least 1 year of research experience, such as experience with: participant recruitment and enrollment of clinical and vulnerable populations (e.g., adolescents with elevated depression symptoms); quantitative and qualitative data collection, coding, and analyses; coordinating with various members of a study team (e.g. research staff, trainees, and investigators); maintaining qualitative and/or quantitative research databases; assisting with IRB documentation and compliance; assisting with annual progress report preparation for grant-funded research.

**Preferred Competencies: (Skills, knowledge, and abilities)**

- Exhibits energy and desire to achieve; sets ambitious goals and acts decisively; takes initiative to improve or enhance job results
- Seeks to build collaboration by encouraging trust, mutual respect and shared purpose among various participants in an engagement
- Displays consistency and success in adhering to deadlines
- Demonstrates ability to manage multiple projects simultaneously
- Working knowledge of Qualtrics
- Experience conducting quantitative and/or qualitative clinical research

**Benefits:**

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

**Work-Life and Wellness:**

**Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles. We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.**

**Professional Growth & Development:**

**Northwestern supports employee career development in all circumstances whether your workspace is on campus or at home. If you're interested in developing your professional**

**potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.**

Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe illness. More information can be found on the [COVID-19 and Campus Updates](#) webpage.

*The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.*

*Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).*

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