

Research Coordinator at San Diego State University

Overview

The salary range for this position is \$18.00 - \$19.23 per hour depending upon qualifications and is non-negotiable.

FUNCTION OF THE UNIT

The Body Image, Sexuality, and Health Lab (BISH Lab), directed by Dr. Aaron Blashill, conducts research focused on sexual orientation and gender identity-based disparities in mental health, physical health, and health behaviors.

The Cancer Disparities and Cancer Communication Lab is directed by Dr. Kristen Wells. Research in this lab focuses on the development and evaluation of patient navigation, community health worker, and health communication interventions.

Drs. Blashill and Wells received funds from the National Institutes of Health (NIH) to conduct and facilitate research on suicide prevention in gender and sexual minority youth and young adults.

PURPOSE OF THE POSITION

This position will be primarily coordinating QueerCare (under the direction of PIs: Aaron J. Blashill, PhD & Kristen J. Wells, PhD, and Project Director: Arjan van der Star, PhD). This research project focuses on testing a patient navigation program to prevent suicide attempts amongst LGBTQ+ youth and young adults. This is a two-year position, with opportunities for extension pending availability of funding. Start date is summer 2024. The Research Coordinator would interact with multidisciplinary research labs focused on LGBTQ+ health, clinical psychology, health behavior, social and psychiatric epidemiology, and intervention development.

Responsibilities

The Research Coordinator is responsible for but not limited to:

Day-to-Day Operations of the Research Project (75%):

- Coordinating recruitment efforts including in-person recruitment events;
- Managing randomization and condition allocation;
- Overseeing assessments and data collection;
- Ensuring quality of data and procedures;
- Maintaining the quality management system and documentations;
- Managing participant reimbursement;
- Training and supervising undergraduate research assistants;
- Coordinating intervention fidelity and interrater reliability monitoring;
- Preparing materials and progress reports for the Institutional Review Board (IRB), ClinicalTrials.gov, Data Safety and Management Board (DSMB), and National Institute of Health (NIH);
- Preparing purchasing, reimbursement and remittance documentation.

Cover for Other Team Members When Absent (5%):

- Contacting participants to invite them to assessment appointments;
- Making reminder and follow up telephone calls;
- Consenting participants;
- Conducting phone screens;
- Conducting assessment covers.

Administrative Tasks and Other Duties (20%):

- Attending regular operations meetings with Principal Investigators;
- Attending regular lab meetings with Principal Investigators;
- Completing and submit activity forms in a timely manner;
- Following all protocols, standard operating procedures, and human subject research regulations;
- Partnering with community organizations through frequent contact with agency representatives;
- Other duties as assigned;
- Potentially disseminating research findings;
- Potentially contributing to study publications.

QUALIFICATIONS AND SPECIAL SKILLS**Core Knowledge and Abilities**

- Ability to stay calm under pressure, as high-stress situations may arise.
- Persistence in finding solutions to problems/addressing barriers.
- Demonstrated ability to multitask, manage multiple and competing priorities, and prioritize different task demands.
- Basic organization skills, attention to detail, time management skills, and motivation to meet deadlines and achieve goals.
- Demonstrated ability to take responsibility for assignments and deadlines.
- Demonstrated ability to understand and follow work procedures.
- Ability to create, follow, and maintain detailed protocols.
- Good attention to detail and high standards of accuracy in all aspects of work.
- Ability to work independently and within a team.
- Ability to work in an interdisciplinary research environment.
- Ability to work with and motivate others.
- Ability to supervise research assistants and research procedures.
- Ability to communicate effectively and professionally with colleagues.
- Demonstrated ability to work effectively with a wide range of colleagues.
- Ability to display cultural sensitivity and respect to ethnically, culturally, sexually, and gender diverse individuals, communities, and organizations.
- Ability to interact with empathy, compassion, and sensitivity to the challenges experienced by the queer community and those struggling with suicidality.
- Comfort with discussing suicidality and working one-on-one with individuals experiencing self-injurious thoughts and behaviors.
- Ability to interact with persons of varied education and socio-economic levels.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Knowledge of grant responsibilities such as summary or progress reports.
- Knowledge of self-injurious thoughts and behaviors literature.

- Knowledge of sexual-orientation and gender identity-based health disparities.
- Basic computer literacy ability to comply with department needs and expectations (i.e., electronic medical record documentation, obtaining background information and reports on participants, following up on appointments, etc.).

Qualifications

Required Experience/Education

- Completion of sufficient upper division coursework in related field, or equivalent of 2 years full time progressively responsible related experience in lieu of coursework.

PREFERRED QUALIFICATIONS AND SPECIAL SKILLS

- Bachelor's degree awarded or near completion in relevant area (e.g., psychology, social work, other behavioral or social sciences)
- College-level coursework/training in research design or statistical methods
- Experience working with LGBTQ+ individuals.
- Experience working with youth and adolescents.
- One year of research experience.
- Experience working in a clinical research setting.
- Experience working with culturally and ethnically diverse communities.
- Knowledge of clinical services and support programs.
- Knowledge of data collection and management and study protocols.
- Knowledge of referral policies and procedures.
- Knowledge of the community resources, health and social service systems in San Diego County and skill in establishing working relationships with community partners.
- Personal experience and/or interest in mental health services.
- Experience working with individuals experiencing suicidal ideation.

ADDITIONAL APPLICANT INFORMATION:

- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with SDSU Research Foundation.
- Candidate must reside in California or live in a commutable distance from SDSU at time of hire.
- San Diego State University Research Foundation is an EEO/AA/Disability/Vets Employer.

[Apply here!](#)