Nature of Work
This part-time (.75 FTE) Senior Professional Research Assistant position is with the Centers for American Indian and Alaska Native Health (CAIANH), Colorado School of Public Health. This position will serve as the Project Coordinator for two research studies, providing professional oversight for all operational and logistical components. This position will interact regularly with local field site staff and community stakeholders to ensure timely and appropriate implementation of project tasks, will address all regulatory requirements, and will coordinate progress reports, manuscripts, and other dissemination efforts.

Professional Field
Research project management; clinical health research.

Supervision Received
This position will be supervised by the Principal Investigators (PIs) of these projects.

Supervision Provided
Not applicable at this time.

Examples of Work Performed

Project Coordinator, Optimizing Implementation of Medication-Assisted Treatment for American Indian and Alaska Native People (OI-MAT)

- Coordinate and attend project meetings with PI / Advisory Board / Implementation Resource Teams, etc.
- Coordinate Advisory Board meetings once each year in Denver for life of grant and serve as primary liaison to Advisory Board members
- Collect and assist in the revision of all study measures
- Create, test, and oversee roll-out of Survey Monkey surveys for each measure
- Conduct focus groups and interviews with respondents and oversee transcription of recordings
- Oversee development of online MAT toolkit – engage vendor, provide and revise content as needed, test and oversee roll-out of toolkit
- Initiate the hiring of student workers as needed for recruitment and data collection; train and supervise student workers
- Problem solve study recruitment challenges
- Contribute to progress reports, manuscripts, and other project dissemination efforts
- Coordinate all regulatory compliance activities, including tribal and institutional approval and HIPAA compliance
Project Coordinator, Relationship of Parental Health Literacy with Change Over Time in Oral Health Outcomes Among American Indian Children (i.e., the Pathways Project)

- Coordinate all regulatory compliance activities, including tribal and institutional approval and HIPAA compliance
- Serve as the primary liaison for the Community Advisory Board (CAB); coordinate, attend, and co-direct CAB meetings with the PI
- Coordinate, attend, and document project team meetings
- Contribute to literature review efforts and development of presentations, progress reports, manuscripts, and community dissemination materials
- Serve as the primary liaison for logistical support (e.g., manage travel by project staff)

Knowledge, Skills, and Abilities

- Experience obtaining and maintaining institutional research approval
- Experience in field-based public health research; coordinating the activities of field-based staff/community partners.
- Experience working with American Indian or Alaska Native communities.
- Experience with community engagement, including communicating with community partners about research activities and findings
- Excellent written and verbal communication skills.

Minimum Requirements
Master’s degree and at least 3 years of experience in health research.

Preferred Qualifications

- Experience working with Survey Monkey, Excel, Publisher, SPSS or SAS software, and project management software
- Supervisory experience
- Data analytic skills

Salary Range
$39,000 - $42,750 (at .75 FTE), commensurate with degree and experience.

Please submit your application online through the University’s recruiting website, http://www.cu.edu/cu-careers including a cover letter, resume, and names of three references as attachments to your application.

Job Title: Senior PRA, Project Coordinator. Job Posting #15001.

Application Deadline
Review of applications is ongoing and will continue until the position is filled.

Sources of Funding
National Institute on Drug Abuse; National Institute of Dental and Craniofacial Research.

The University of Colorado Denver is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees. The University of Colorado is committed to diversity and equality in education and employment.