

Kentuckiana Health Collaborative
Part-Time Research Assistant
November 20, 2017 – March 31, 2018

A growing non-profit organization dedicated to improving healthcare quality, cost, and experience in the Greater Louisville area is looking for an energetic, conscientious and detail-oriented individual who enjoys making a difference, being part of a team, and takes pride in their work product

Our team is seeking an experienced research assistant who can work on an exciting youth-driven research project focused on mental health attitudes and beliefs among Kentucky youth and their adult allies on mental health and substance use disorder. The research assistant will be working with both the KHC staff and a PhD level researcher at a major university, as well as the leaders of a student mental health advocacy group. This position will require travel across the state of Kentucky.

JOB DESCRIPTION/RESPONSIBILITIES:

- Research and collect data through complex techniques and procedures, including literature searches, focus groups, structured interviews, surveys, and other project specific methodologies
- Interpret, synthesize, and analyze data
- Schedule, organize and report on status of research activities
- Plan, write up, and modify research project goals, parameters, techniques and procedures as needed
- Write and edit materials for publication
- Meet with faculty supervisor and youth leader on regular basis to maintain ongoing communication
- Monitor the research from initiation through delivery and monitor for continuous improvement
- Consult and make recommendations to KHC Executive Directors or Project Director on significant issues
- Schedule and organize complex activities such as meetings and travel
- Perform other related duties as required

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REQUIREMENTS/QUALIFICATIONS:

- Current enrollment in undergraduate or graduate studies programs with experience and authority in the subject matter of the research project in question
- Experience and/or training in qualitative research methods
- Excellent communication skills with a variety of stakeholder groups, including youth, parents, administrators, and policy makers
- Well-developed skills in Microsoft Office suite (Word, Excel, PowerPoint)
- Experience developing presentations and writing technical and summary reports intended for consumption by policy maker, professionals, and interested stakeholder communities
- Experience in project management, especially as pertains to managing independent research projects and/or quality improvement projects
- Familiarity with evidence-based approaches for mental health well-being in youth
- Ability to travel throughout the greater Louisville region and Kentucky to attend meetings

Special and Physical Requirements:

- Lifts and moves materials weighing up to 20lbs.
- Spends time sitting, standing, and working.
- Must be available to work extended hours, including evenings, as needed.
- Must provide own transportation to business meetings or Home office as needed

This position is needed for 20 hours per week for 20 weeks from November through March. Work schedule is negotiable and flexible; some remote work is possible.

Please send resume and salary requirement to: info@khcollaborative.org