

Research Specialist - (18000870)

Job Description

Grade:T24

The Research Specialist, at the Lewis Katz School of Medicine's Center for Asian Health (CAH), will work on clinical research projects with senior team staff at the CAH; and assist with coordination of project management activities, project strategy development, and project report preparation.

Center for Asian Health (CAH) is part of Temple University's Lewis Katz School of Medicine. Established in 2000, the Center is one of the first in the nation dedicated to reducing cancer and health disparities among underserved diverse Asian Americans (funded by NIH/NCI). The Center's mission is to reduce health disparities and improve health equity among underserved Asian Pacific Americans and other health disparity populations through research, education/training/mentorship, community outreach and engagement, patient navigation and dissemination for enhancing culturally and linguistically appropriate health care.

The Research Specialist will be serving as a liaison with CAH partners and collaborators, including community and clinical stakeholders; arranging and conducting community workshops and research intervention activities related to health education and promotion; planning and arranging community health promotion activities; arranging presenters for events; drafting literature reviews, and assisting with grant writing activities; and sending out communications to the community.

The Research Specialist will also be assisting with recruiting, evaluating, and enrolling patients in active clinical trials; obtaining informed consents; and collecting, entering and managing study data. Additional responsibilities include scheduling subjects for visits; and presenting project updates at clinical research meetings. Performs other duties as assigned.

Required Education and Experience:

Bachelor's degree Psychology, Public Health or related field, and at least two years' related research coordination experience. Master's degree is preferred. An equivalent combination of education and experience may be considered

Required Skills and Abilities:

- *Demonstrated computer skills, and proficiency with MS Office Suite including spreadsheet and database software programs.
- *Demonstrated data analysis skills.
- *Excellent communication and interpersonal skills, along with the ability to interact with a diverse constituent population.
- *Demonstrated organizational and problem solving skills.
- *Ability to multi-task and be detail-oriented in a dynamic work environment.
- *Ability to work independently and as part of a team.
- * Proficiency in an Asian language is preferred (both verbal and written)

This is a Grant Funded Position

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments which their essential functions cause them to interact.

Primary Location: Pennsylvania-Philadelphia-Health Sciences Campus (HSC)-Kresge Science Hall

Work Locations: Kresge Science Hall

Organization: Center for Asian Health, LKSOM, Temple University
www.medicine.temple.edu/cah

Schedule: Full-time

Interested applicants submit your cover letter and resume to
cah@temple.edu