# Job Title: Research Specialist  Reports To: Program Coordinator

## Job Purpose

To provide research support to the Research Network Development Core (RNDC) within the Advanced Center for Interventions and Services Research in Late-Life Mood Disorders (ACISR/LLMD). Candidate will be responsible for recruiting and interviewing participants in various research protocols in the RNDC. Candidate must have ability to work independently and as part of a team, showing initiative in taking responsibility and organizing work load, as well as interacting and communicating effectively with staff and research subjects.

- **X Adult (18 – 65 years)**
- **X Geriatric (66+ years)**

## Minimum Requirements

**EDUCATIONAL/KNOWLEDGE REQUIREMENTS:**

1. Bachelor’s Degree in psychology or related field.
2. Must be highly organized and have the ability to prioritize tasks effectively for accuracy and completing deadlines.
3. Ability to interact effectively and thoughtfully with research participants and research staff.
4. Prior experience working with adults and elderly preferred.
5. Ability to work in community-based settings with diverse populations.
6. Possession of detail-oriented skills necessary for accurate and efficient data collection.
7. Proficiency in word processing, database, and managing data.
8. Must have a valid Pennsylvania Driver’s License and provide own transportation.
9. 1 year research experience required.

**Licensure/Certification:** [Required/preferred]

- Act 33/34 Clearances [Required]

## Responsibilities

1. Recruit subjects in community-based settings in social service agencies and primary health care centers. Collect, organize, manage, and prepare data for analysis, presentations, and manuscripts.
2. Maintain ongoing records for subjects in an organized and in a manner easily accessible by the appropriate research faculty and staff. Maintain files of informed consent and other relevant data files in an organized manner.
3. Prepare all materials for research project recruitment and site presentations.
4. Responsible for attending monthly meetings for RNDC investigators to update projects and taking notes at meetings. Responsible for attending and taking notes at monthly RNDC-Community Partners’ Working Implementation meetings.
5. Assist with maintaining monthly invoices for Community Partners and updating spreadsheet for payments.
6. Order office supplies, outreach supplies, catering orders for meetings, and assist as needed for meetings.
7. Maintain a database of research references for articles used in grants and publications, and other authorship activities for investigators. Obtain requested articles for investigators.
8. Performs other duties as assigned.
9. Coordinate and communicate effectively with other research, clinical, and administrative staff.
10. Perform in accordance with system-wide competencies/behaviors.
11. Perform any other duties as assigned.

**ACCOUNTABILITIES**

- Ability to work independently and in a team structure, and to effectively prioritize and complete tasks.
- Ensure that all interviews, assessments, and documentations are of the highest quality and legibility, and are completed in a timely fashion.
- Ability to complete duties effectively in a timely fashion with a high degree of accuracy.
- Ability to respond promptly to work requests as designated by Program Coordinator and RNDC Investigators.
Reports To: Deborah Dobransky-Fasiska, PhD, Program Coordinator/Community Liaison, dobanskydg@upmc.edu; Charlotte Brown, PhD, Core Faculty Investigator