

## Position Information

Department Name	26217-Social Work-Child Welfare Training Programs
Working Title	Research Assistant
Hiring Range	\$21,288.00 - \$33,216.00
Assignment Category	Regular, Part-Time
Job Classification	Research III
Position Number	0126684
Campus	Oakland
If other campus, please specify	
Job Type	Staff
Percent Effort	50
Position Description	<p>The Research Assistant will be responsible for collecting data by phone and in person in select counties in Pennsylvania for a new initiative on developmental and mental health screening in child welfare services. The Research Assistant will interview child welfare and early intervention provider employees and families involved with child welfare services, abstract data from case files and administrative databases as necessary, and maintain on-going contact with child welfare, early intervention and mental health providers throughout the state. Assist Evaluation Coordinator and project investigators with data management, analysis and quality, report writing, literature reviews, and presentations.</p> <p>This is a part-time position located in Pittsburgh. Travel to select counties in PA is required.</p> <p>Bachelor's degree in social work, psychology or closely related field required. Excellent interpersonal, writing, collaboration, organizational, and computer skills required.</p> <p>Experience working in a public or private human services agency, such as child welfare or mental health, required. Previous research experience in a human services field preferred.</p> <p>Minimum of 2 years experience in research interviewing, data collection, and data management for applied research projects.</p> <p>Must have excellent analytic, problem solving, and collaboration skills.</p>

	<p>Must have excellent skills in facilitating interaction/communications of the School of Social Work, the Child Welfare Education and Research Programs and University, as well as with numerous other large organizations, including counties and state government. Tasks are complex with some standardization.</p> <p>***Note: This position is located in Pittsburgh, PA***  ***Must be able to travel distances. Must be able to lift up to 20 pounds  ***Act 33 and 34 Clearances required for employment***  ***For more information about the Child Welfare Education and Research Programs, visit us at <a href="http://www.cwerp.pitt.edu">www.cwerp.pitt.edu</a>***</p>
Education Required	Baccalaureate
Qualifications	Excellent interpersonal, writing, collaboration, communication, organizational, and computer skills required.
Scheduled Work Hours	<p>Experience working in a public or private human services agency, such as child welfare or mental health, required. Minimum of 2 years experience in interviewing, data collection or data management for applied research projects.</p> <p>8:30 a.m. - 5:00 p.m.</p>
If Varied Work Schedule, Please Specify	Work schedule will be determined after the incumbent is hired.
If Part Time, Actual Standard Weekly Hours	

If interested, use on-line application, PittSource at: <https://www.pittsource.com>