

position description

Date: September 2020

Title: Research Associate, Qualitative Research Core

Department: PQHS, Mary Ann Swetland Center for Environmental Health

School: School of Medicine

Location: BioEnterprise Bldg.

Supervisor Name and Title: Darcy Freedman, PhD, MPH, Director, Mary Ann Swetland Center for Environmental Health

POSITION OBJECTIVE

The Mary Ann Swetland Center for Environmental Health in the Department of Population and Quantitative Health Sciences at Case Western Reserve University School of Medicine has a fulltime position available for a Research Associate to provide leadership to its robust and multifaceted Qualitative Research Core. The Center places special emphasis on investigating the environmental determinants (i.e., physical, social, built) of health inequities, and to translating findings into policies and practices that promote community and population health. The position will provide leadership to the Center's collaborative research portfolio at the intersection of the complex interplay between the environment and health in the areas of food systems as well as COVID-19 and child health. Successful candidates will have at least 3 years of experience in advanced qualitative study design, data collection and analysis, and reporting within the context of collaborative and community-engaged population health research.

ESSENTIAL FUNCTIONS

1. Leading, training, and coaching others to apply existing analytical methods and, as appropriate, develop new methods for designing and managing qualitative research conducted in collaboration with stakeholders located in Greater Cleveland, statewide, and nationally. Provide leadership to timely and accessible technical assistance to support study team (e.g., research assistants, pre- and post-doctoral fellows, graduate students) in implementation of qualitative research methodology. (35%)
2. Analyzing and interpreting qualitative data (e.g., interviews, focus groups) using inductive and deductive approaches. Implementing protocols to systemize coding and data analysis and interpretation to ensure quality control, standardization coding procedures, and replicability. (30%)
3. Conducting literature reviews to inform the scientific premise and rigor of study aims and goals and effectively translating findings through diverse dissemination methods including conference presentations, public forums, data briefs, and manuscripts. (20%)
4. Coordinate development and execution of grant proposals, grant reporting systems, multiple IRB submissions, and task-specific trainings to support other team members engaged in Quantitative Research Core. (15%)

NONESSENTIAL FUNCTIONS

1. Participate in all Swetland Center staff meetings and activities.
2. Perform other duties as assigned.

CONTACTS

Department: Continuous contact with department and with Swetland Center leadership, faculty, trainees, and staff.

University: Moderate contact with University faculty and staff in all departments connected to the work of the Center.

External: Frequent contact with external stakeholders including collaborators (e.g., investigators, community stakeholders) on funded research projects.

Students: Continuous contact with graduate students, student workers, and interns involved with the Center research.

SUPERVISORY RESPONSIBILITY

Direct supervisory responsibility for Center staff including research assistants and student interns with authority to recommend the hiring, transferring, suspension, layoff, recall, promotion, assignment, rewarding or disciplining these staff.

QUALIFICATIONS

Experience: Minimum of three years of experience leading and supporting qualitative research in the context of food systems related environmental health research. Experience conducting environmental health research including mixed methods to promote social, built, and physical environments to advance health equity.

Education/Licensing: PhD in public health, anthropology, sociology, nutrition, or related field required.

REQUIRED SKILLS

1. Strong capacity to lead complex qualitative research methodology using team science approach.
2. Experience conducting data analysis including inductive and deductive thematic coding and content analysis.
3. Ability to use and train others to use qualitative analytic software such as NVivo or Atlasti and create systems to promote reproducibility and data sharing.
4. Excellent capacity to analyze and interpret study findings within the context of the broader field of environmental health and/or food systems science.
5. Strong capacity to efficiently translate findings into diverse dissemination outputs.
6. Capacity to lead submission and management of institutional review board applications.
7. Strong organization skills; ability to multi-task, prioritize and meet deadlines.

8. Must demonstrate attention to detail and accuracy, time management skills, and proven ability to successfully follow-through on assigned projects.
9. Strong, professional, and effective verbal and written communication skills.
10. Ability to work with minimal supervision to complete tasks.
11. Ability to work collaboratively and with organizational and interpersonal skills specific to the design and implementation of community-engaged research projects involving a team approach.
12. Experience in writing grants and reporting to funders.
13. Strong interpersonal skills; ability to work and communicate with various individuals from a broad spectrum of disciplines, technical and educational backgrounds within the department, school and university, and with individuals outside the university.
14. Experience and proficiency with Microsoft Word, Power Point, and Excel.
15. Willingness to learn new techniques, procedures, processes, and computer programs as needed.

WORKING CONDITIONS

Currently work from home due to physically distancing. Future working conditions will require access to personal, reliable transportation to travel to research sites locally and regionally (documented mileage will be reimbursed). Must be able to work a flexible schedule, including some evenings and weekends.