

Swetland Center Graduate Research Assistant

Date: October 2025

Department: Population and Quantitative Health Sciences

School: Medicine

Location: Remote/Mary Ann Swetland Center, MidTown Collaboration Center, 1974 E. 66th Street, 3rd Floor, Cleveland, Ohio 44103

Supervisor Name and Title: Ivory Simms PhD, MBA, Mary Ann Swetland Center for Environmental Health, Department of Population and Quantitative Health Sciences

Position Objective

The Mary Ann Swetland Center for Environmental Health focuses on the complex interplay between environmental drivers and population health outcomes. Specializing in boundary-spanning and collaborative research, training, and practice focused on achieving health equity through food systems transformation and environmental justice. Placing special emphasis on community-engaged approaches that disrupt the role of structural racism to create and sustain environmental health equity. The center seeks to translate these findings into policies, practices, and relationships that promote community and population health equity. The Graduate Research Assistant must uphold the values of the center including a commitment to racial justice, collaboration, community engagement, inclusivity, and innovation.

The Graduate Research Assistant will contribute to the Community and Stakeholder Engaged Research Module of the Clinical and Translational Science Collaborative of Northern Ohio. They will support efforts to increase resources and capacity building to integrate community and stakeholder feedback into research studies intended to promote health opportunities and health equity in Northern Ohio.

Responsibilities

The candidate must complete required training for the ethical conduct of human subjects research. Working independently and collaboratively, the graduate research assistant will be responsible for the following tasks:

- Schedule Community Engagement (CE) Studios and orientation meetings with community experts, facilitators, and research partners.
- Assist with CE Studio logistics (e.g., order food, set up, organize materials, payment of community experts, etc.)
- Assist with training facilitators for CE Studios.
- Record notes at CE Studios.
- Collect and organize evaluation materials for CE Studios and support summary reporting.
- Support IRB application development and updating for evaluating CE Studios.
- Assist with planning annual CE Studio Update Forum.
- Develop and enhance marketing materials and “how to” resources for Community and Stakeholder Engaged Research Vouchers.
- Assist with organization of study documents in Box and tracking systems.
- Support development of manuscripts and presentations (as needed)
- Other tasks as needed.

Required Skills

Candidate must currently be enrolled as a graduate student at CWRU. Preference will be given to candidates with experience in community engaged, health-related research. Applicants will be considered based on the following skills:

- Excellent written and oral communication skills.
- Ability to be motivated, self-directed, and independent.
- Detail oriented.
- Ability to work collaboratively on teams, including members of the community and investigators from different institutions.
- Excellent troubleshooting and problem-solving skills.
- Experience with program evaluation, human subjects research, and IRB applications.
- Experience with RedCap , Canva and Microsoft Office Suite.
- Ability to meet consistent attendance.

Hours and Payment

The Graduate Research Assistant will work 20 hours/week and will include both in-person work in Cleveland as well as the opportunity to perform some duties remotely. Hourly wages are \$16-\$20 depending on experience.

Travel

You must be willing to travel to study sites for data collection. Mileage will be reimbursed.

Position Term

The anticipated length of term for the Graduate Research Assistant position is January 2026 to June 2026, with the potential to extend for another year.

How to apply:

You may apply on [Handshake](#) or via email. Please submit your CV and cover letter to Ivory Simms, PhD, MBA, at ijs34@case.edu Please mention “CTSC Graduate Research Assistantship” in the subject of your email.