

Title: Research Specialist - SPH (Job ID #134154)
Department: SPH/Collaboratory for Health Justice
Category: Academic Professional
Location: Chicago
Close Date: 08/11/2020

Description:

The Collaboratory for Health Justice is looking for a Research Specialist. This position coordinates UIC's role of the Chicago Community-based Contact Tracing Project. This position collaborates with researchers to develop, execute and interpret research projects. Performs complex data collection and study methods.

Duties:

- Contribute to design, execution, analysis of the Chicago Community-based Contact Tracing Project
- Formulate and assist in the conduct of Contact Tracing and Research Hub activities.
- Organize and manage grant proposal
- Assist with writing, formatting, and disseminating outputs from research and other collaborative activities
- Assist in writing and preparing reports and manuscripts for publication
- Develop, vet, and maintain comprehensive protocols
- Monitor project development and participate in decision-making about methods and protocols
- Communicate with grant partners directly and through various media formats
- Convene partners
- Coordinate student work
- Guide, train and advise staff and students on techniques, methods and procedures related to grant tasks.
- Perform other related duties and participate in special projects as assigned

Qualifications:

Bachelor's degree in social science or related field required. Master's degree in social science preferred.

A minimum of 3 years related research experience.

Possesses and applies comprehensive knowledge of research principles, concepts, practices and methods.

To apply please visit: <https://jobs.uic.edu/job-board/job-details?jobID=134154> and upload a cover letter, CV or Resume, and three professional references (names, titles, phone numbers and email addresses)

For fullest consideration, applicants must apply no later than August 11, 2020.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.