Public Health Studies Partnership Opportunity

Please complete the information below to the best of your ability. Providing as much detail as possible will greatly assist in narrowing down the pool of appropriate applicants for your opening.

1. Name of Organization or Department: Welch Center for Prevention, Epidemiology, and Clinical Research

2. Student Position Title: Research Assistant

3. Number of positions: 2 to 5

4. Application details (what would you like your applicant to provide you with?):
   - Cover letter: Yes  No
   - Resume: Yes  No
   - References: Yes  No  How many references:

   Other information:

   Contact Information (who should the applicant contact?):
   
   Name: Kimberly Gudzune  Title: Assistant Professor of Medicine
   
   Method of contact: gudzune@jhu.edu
   
   Email preferred?  Yes  No

5. Brief context of the assignment – please include any relevant web links or other sources that students can research on their own to learn more about your organization and its work.

   Provide research support including recruitment and data collection for a study to understand how social networks influence diet, eating habits, exercise, and obesity among urban public housing residents in Baltimore City. The project will also examine how neighborhood factors impact these same lifestyle behaviors. Assist with data cleaning, data entry, and quality assurance.
These links may illustrate this purpose:


6. Primary duties/responsibilities:

1. **Survey recruitment and enrollment**
   S/he will recruit, screen, and enroll study participants by telephone and at community locations. The Research Assistant (RA) will coordinate recruitment mailings, review study participant recruitment lists daily, keep lists of study participants to be interviewed for the week, interview potential study subjects for eligibility, and prepare necessary packets for enrollment.

2. **Data collection and management**
   Following enrollment of study participants, the RA will review enrollment documents for completeness and accuracy. S/he will administer the survey in person with the assistance of a laptop computer. Surveys will be completed onsite in the public housing developments either one-on-one at a central administration building or in the participants’ homes by a pair of interviewers. The RA will also collect biometric data including height, weight, and blood pressure on each study participant.

3. **Research team participation**
   S/he will attend research training and coordination meetings, generate to-do lists from meetings and timelines for completion of tasks, and attend research conference and training sessions as available or required. The RA will uphold standards of professional research conduct and integrity. The RA will interact with the principal investigator and study coordinator and make them aware of any problems or concerns, as well as participate in a job performance review at least once a month with the principal investigator.

4. **Other**
   The RA will perform other research/evaluation tasks and provide clerical support, as needed. S/he will need to operate a personal computer to access e-mail, electronic calendars and other basic office support software. S/he must maintain current certification in all applicable JHU required training classes.

7. Proposed start date: May 18, 2015
8. Required number of hours per week: 10 to 20 hours per week during summer

9. Duration of the assignment (there are 15 weeks in a semester): 15 weeks during summer

10. Preferred schedule – in order to work with students’ course load, flexibility is advantageous; a range of options is appreciated, but please be specific about any event or attendance requirements that are not negotiable. Please state hours of operation.

Flexible hours including: Monday-Thursday and Saturday from 9AM-6PM

11. Specific skills/experience you are looking for – preferred vs. required will be helpful here. Feel free to state a preference for particular topics the student should have some familiarity with, or the level(s) of student (sophomore, junior, senior) you’d be open to hiring.

Preferred level of student (select all that apply):

X Freshman  X Sophomore  X Junior  X Senior

Skills (computer, graphic design, language, organizational, editing, etc.):

Required:

• Strong verbal communication and interpersonal skills required.
• Excellent organizational skills needed to prioritize multiple tasks with attention to detail.
• Cultural sensitivity with respect to working with people from a background different from your own is required.
• Basic computer and Internet skills needed for survey administration and data entry.
• Must understand and pass all Johns Hopkins online Human Research Certification courses.
• Perform duties of a sensitive and confidential nature.
• Must be able to operate and read from a laptop computer.
• Must be able to carry approximately 25 lbs of equipment up three flights of stairs.

Preferred:

• Prior experience working with people from a background different than your own or participating in a research project would be preferred.
• Prior experience working with research data collection preferred.
• Prior training in collecting blood pressure, height and weight data is helpful, but not required.

12. Available compensation (this could include transportation reimbursement, a range of pay commensurate with experience, or none).

$10 per hour during the summer term
13. From your perspective, what do you see as the key potential learning gains for the student?

This opportunity will provide students hands-on experience working in neighborhoods in the Baltimore community with a high burden of disease. Students will have the opportunity to interact with members of the community, as well as be an active part in the research process.

Again, thank you for offering this opportunity!

If you have any questions or would like any clarification, please don’t hesitate to be in touch with Ann Beckemeyer, Applied Experience Coordinator for the PHS Program: abeckemeyer@jhu.edu, 410-516-6166.