

Title: Research Project Coordinator

(This position reports to the Rush University faculty as part of a collaborative research project jointly sponsored by Rush University and CASL)

Principal Duties

- Coordinate and implement procedures and processes to collect and analyze research data
- Develops research protocols that describe research objectives and procedures necessary to test the hypotheses of the research project
- Develop research designs, data collection methods and strategies for data management
- Design, create and revise research instruments as necessary to ensure quality data that correlates with research objectives
- Coordinates multiple data collection efforts for one or more research projects which may include other collaborating agencies or institutions
- Write and edit technical reports and manuscripts for publication or presentation.
- Coordinate community health outreach efforts in the greater Chicago area
- Assist in the recruitment, training and supervision of research staff
- Coordinate efforts to promote scientific research in the community
- Perform other duties as necessary to advance research in aging and health

Qualifications:

The position requires a Bachelor's Degree in social sciences, public health, or related field. Master's Degree is preferred. Also required is a minimum of 2-5 years related experience, including research project coordination experience; excellent organizational, writing, and communication skills; and computer skills in Microsoft Word and Excel. Bilingual in English/Chinese is preferred, but not required.