

Title: Assistant 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
- Assist in the preparation and writing of manuscripts and publications
- Assist in community health outreach efforts in the greater Chicago area
- Actively working with principal investigator to recruit study participants
- Write and edit community health newsletters
- Assist in advertising and promoting 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 (a Master's Degree is preferred). Also required is a minimum of 1-3 years related experience, including 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.