



JOB ANNOUNCEMENT

December 18, 2009

PROJECT MANAGER

**Partners in Health and Housing Prevention Research Center
Boston University School of Public Health**

The Prevention Research Center goal is to develop, implement and evaluate intervention research programs for the residents of the Boston Housing Authority. The individual in this position will be responsible for the day-to-day oversight, planning and implementation of all training programs within the Training and Education Core. This individual will also work with the Principle Investigator for the Core Research Project to facilitate data management and training of the RHA navigators.

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS*

- Plan and Administer the Resident Health Advocate (RHA) and Teen Resident Health Advocate (TRHA) Training Programs.
- Oversee all aspects of data collection and management while overseeing the training and implementation of the pilot intervention for the core research project. Provide coordination of communication and study activities across each of the PRC Cores. Be responsible for primary contact with the target Housing Development site Task Forces. Coordinate efforts with the Research Assistant and each of the Housing Development community sites to identify key informants. Oversee all training of RHA navigators in Year 2. Assist in the preparation of all scientific and community presentations of study findings as well as with preparation or reports to the funding agency (CDC).
- Jointly manage with the Core Director the day to day operations of the Prevention Research Center's Education Core which include ongoing evaluation activities of the education curriculum and training for both public Housing residents and public health students.
- Assist in the design, data collection and analysis of the core research project "Navigating Public Housing into Primary Care: A feasibility Study of RHA patient Navigation to Prevent Chronic Disease".
- Shared supervision of the project research assistant and RHAs while participating in the project
- Meeting with the Project Financial Administrator to ensure timely financial activities
- Other duties as required.

JOB SPECIFICATIONS: KNOWLEDGE / SKILLS / ABILITIES

Qualifications: Master's in Public Health or related Master's degree and 1 - 3 years experience working with community based health promotion projects.

Skill requirements: Grants management and research experience a plus.

Interpersonal skills: Strong interpersonal; The Project Manager needs to be able to communicate and work with all of the Core Directors, key collaborators and community stakeholders who support the mission of the PRC.

Salary: Commensurate with experience.

To apply: Please send resume and references to Pamela King, Program Administrator, PHH-PRC via email: pjoyceki@bu.edu with Project Manager in the subject line. To learn more about the Prevention Research Center visit: www.phhprc.com

Confidential data: All information (written, verbal, electronic, etc.) that an employee encounters while working at Boston University is considered confidential. Will be exposed to and required to deal with highly confidential and sensitive material. Must adhere to Boston University compliance policy, department guidelines/policies and all applicable laws and regulations at all times.

Essential functions: occur simultaneously, therefore, the employee must be able to appropriately handle each essential function, prioritize them and seek assistance when necessary. These functions need to be performed on a consistent and regular basis, using good judgment. Ability to learn and apply Boston University policies consistently, seeking out guidance when necessary, is required.



JOB ANNOUNCEMENT

December 18, 2009

**RESEARCH ASSISTANT- Core Research Project
Partners in Health and Housing Prevention Research Center
Boston University School of Public Health**

The Prevention Research Center goal is to develop, implement and evaluate intervention research programs for the residents of the Boston Housing Authority. Under the supervision of the Principal Investigator(s), the Research Assistant will perform duties associated with the Core research “*Navigating Public Housing into Primary Care: A feasibility Study of RHA patient Navigation to Prevent Chronic Disease*” and will work closely with the research team and liaison with community members.

| KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS* |
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| <ul style="list-style-type: none"> • Prepare presentations, reports and manuscript development |
| <ul style="list-style-type: none"> • Data management to include: collecting, organizing and coding research data |
| <ul style="list-style-type: none"> • Enroll subjects, administer informed consents, conduct qualitative interviews and surveys. |
| <ul style="list-style-type: none"> • Maintain research study data and administrative files. |
| <ul style="list-style-type: none"> • Perform administrative tasks: managing reports, papers, communication needs of the project(s) and maintaining related files and records. |

| JOB SPECIFICATIONS: KNOWLEDGE / SKILLS / ABILITIES |
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Qualifications: Bachelor’s degree required, preferably in science or social sciences

Skill requirements: Competency in Microsoft Office Programs (Outlook, PowerPoint, Word, Access, Excel)

Interpersonal skills: Strong interpersonal, communication and organization skills. (Position will be recruiting individuals from the community and conducting interviews).

Salary: Commensurate with experience.

To apply: Please send resume and references to Pamela King, Program Administrator, PHH-PRC via email: pjoyceki@bu.edu with Research Assistant in the subject line.

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