

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Research Associate I**

**Division: Population Health and Health Policy**

**Department: Muskie School of Public Service**

**Location: Augusta, Maine**

**Schedule: 40 hours per week**

**Reports to: Research Faculty**

**STATEMENT OF THE JOB: The Research Associate I works with a team of USM epidemiologists dedicated to building public health surveillance and epidemiology capacity at USM and the Maine Center of Disease Control and Prevention (the state’s public health agency). The Research Associate I is responsible for aspects of creating, implementing, and sustaining systems for public health surveillance within the Maine CDC. This includes assessing the burden and trends of health-related outcomes, including morbidity, mortality, natality, cancer incidence, and risk/protective factors in the general population and among sub-populations. In addition, the RA I will collaborate on epidemiologic and evaluation studies in program-specific areas. This position will work primarily with the Maine CDC Data, Research, and Vital Statistics Program, including the Maine Cancer Registry.**

**ESSENTIAL FUNCTIONS:**

* Creating and analyzing program-specific indicators for programs.
* Analyzing and providing data for surveillance needs, such as for data requests or program-specific indicators, on a timely basis.
* Designing and maintaining continuous surveillance systems of morbidity, mortality, incidence, quality of life, health services, and risk factors of public health importance.
* Developing surveillance documents and plans.
* Assisting in the evaluation of public health data systems and programs.
* Performing complex statistical analyses using multivariate methods, interpreting, and providing written summaries of public health data for use in program planning, policy development, annual reports, grant applications, and peer-reviewed journals.
* Liaising with public health, health care, and/or grant staff to promote communication and collaboration.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

*(Eliminate any that do not apply)*

* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES: None**

**BUDGET RESPONSIBILITIES: None**

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:**

1. Presents and prepares reports and articles on study findings for state and national conferences or publications, as well as professional and peer review journals.
2. Presents to professional and lay audiences on public health surveillance topics.
3. Provides research assistantship opportunities for, and assists, advanced undergraduate and graduate students in the Muskie School of Public Service.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal: USM epidemiology team; faculty; additional research staff**

**External: Maine CDC staff; federal funders**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Required:**

* Demonstrated mastery of basic principles of epidemiology and public health.
* Demonstrated knowledge of public health surveillance systems.
* Ability to identify the need for applied epidemiologic studies.
* Strong quantitative and qualitative research skills, including knowledge of major computer-based statistical packages, preferably SAS or R.
* Possess an attitude that fosters as respectful, non-threatening workplace environment.
* Demonstrated ability to communicate and work with a broad spectrum of administrators, researchers and other professionals.
* Demonstrated ability and experience performing complex data analysis using large population-based data sets.

**Preferred:**

* Demonstrated capacity in program evaluation and policy relevant research.
* Knowledge of population-based programs as they relate to the promotion of health and quality of life.
* Experience operating, evaluating, and analyzing data from public health surveillance systems including vital statistics, cancer registries, and population surveys.
* Experience designing, planning, and implementing epidemiologic studies.

**QUALIFICATIONS:**

**Required:**

* **Master’s Degree in Epidemiology or related field, preferably from an accredited school of public health and a minimum of two years of related work experience**
* **Strong quantitative data analytic skills, including knowledge of major computer-based statistical packages, preferably SAS or R.**
* **Demonstrated ability to communicate and work with broad spectrum of administrators, researchers and other professionals.**
* **Demonstrated knowledge of public health surveillance systems.**
* **Demonstrated mastery of basic principles of epidemiology and public health.**

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved: 10-2020**

**Date Revised:**

**Job Family: 7902**

**Salary Band: 04**

**Unit: UMPSA**

**CUPA code:**

**Employee:**

**Position #: 00024670**