

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Research Associate I**

**Division: Public Health**

**Department: Muskie School of Public Service**

**Location: Wishcamper Building, Portland**

**Schedule: 40 hours per week, flexible start and end times**

**Reports to: Assistant Professor of Public Health**

**STATEMENT OF THE JOB:** The Research Associate I is responsible for developing and directing small to medium sized research projects and for making methodological and analytic contributions to more complex projects. Activities include conceptualization of project design, identification of funding opportunities and proposal development; design and execution of methodological and analytic work plans; negotiation and management of contracts with consultants and subcontractors; analysis and interpretation of qualitative and quantitative data including multivariate analyses using SAS; and assurance of the quality and integrity of work conducted by project team members and subcontractors. The Research Associate I is responsible for framing policy implications and disseminating project findings via presentations, policy briefs and published peer-reviewed articles.

**ESSENTIAL FUNCTIONS:**

* Acts as project director on small to medium sized projects. Supervises and coordinates day-to-day project activity, manages budget, monitors work plan, and revises as necessary to assure that project activity is completed on time and within budget.
* Identifies and conceptualizes project topics and opportunities
* Manages proposal development process, collaborates with PI in designing research or program methodology, monitors timelines, develops budgets, oversees submissions from collaborators and contractors, and assures timely submission of proposals.
* Writes small to medium sized proposals and contributes significantly to larger proposals.
* Develops research questions, timelines and work plans, analytic/evaluation approach, and allocation of resources for qualitative and quantitative research projects. Conducts and oversees analysis of qualitative data.
* Negotiates and manages small to medium contracts with project consultants and subcontractors.
* Negotiates and implements changes in work plans with staff and collaborators and contractors.
* Prepares applications for and assures compliance with Human Subject Review process.
* Conducts and oversees analysis of quantitative data using SAS and SUDAAN.
* Works with PI to develop and manage analysis plan and conceptual design for data file construction and analysis.
* Designs and supervises data documentation protocols.
* Works with PI to conceptualize, design and implement multivariate analyses with support.
* Analyzes and evaluates policy implications from findings.
* Maintains project data, prepares and submits project interim and final reports.
* Writes policy briefs, working papers, study findings, and other documents related to project activity.
* Develops and presents professional papers at state, regional and/or national meetings.
* Works with PI to ensure quality and integrity of project work.

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

*(Eliminate any that do not apply)*

* Works on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** May supervise research analysts, research assistants and graduate student assistants

**BUDGET RESPONSIBILITIES:** As project director may manage small to medium size budgets

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

1. Presents and prepares reports, policy briefs and articles on study findings for state and national conferences, as well as professional and peer reviewed journals.
2. Presents to professional and lay audiences on rural health 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:** Public Health faculty; Maine Rural Health Research Center staff; University of Southern Maine Office of Research Integrity and Outreach

**External:** the Federal Office of Rural Health Policy; the Centers for Medicare and Medicaid Services; the Research Data Assistance Center; private foundations (e.g., the Maine Health Access Foundation); collaborating research organizations

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* A detailed understanding of rural health policy and rural health system challenges.
* The capacity to identify policy relevant research questions & strategies to study them.
* Strong quantitative and qualitative research skills, including knowledge of major computer-based statistical packages, preferably SAS.
* Strong oral and written communication skills.
* Possesses an attitude that fosters a respectful, non-threatening workplace environment.
* Ability to communicate and work with a broad spectrum of health providers and administrators, policymakers, researchers and other professionals.

**QUALIFICATIONS:**

**Required:**

* Master’s degree with four years’ experience (five preferred) in health services, public health, health policy, or related field, including project management in academic, non-profit or government settings; OR, Bachelor’s degree and seven years of relevant experience as noted above.

**Preferred:**

* Demonstrated knowledge of rural health policy and rural health system challenges.
* Experience designing, planning, and implementing applied policy research studies.
* Experience performing complex data analysis with SAS, SUDAAN or other survey package
* Experience with cleaning, standardizing, weighting, and conducting quality assurance checks on complex survey data (e.g., the Medical Expenditure Panel Survey or the Behavioral Risk Factor Surveillance System).
* Demonstrated experience writing for peer-reviewed publication.

***\*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: 10/21/2020**

**Date Revised: 10/21/2020**

**Job Family: 2**

**Salary Band: 4**

**Unit: UMPSA**

**CUPA code:**

**Employee:**

**Position #: 00024680**