Senior Research Specialist

**JOB SUMMARY/ESSENTIAL JOB FUNCTIONS:** Under the direction of an assigned supervisor, this position supports ongoing projects concerning youth and trauma/mental health. This position is summarily responsible for performing data analysis/management; formulating statistical designs and analysis; educating and training staff and community partners about data collection; developing seminars for staff and community partners; assisting with the development of content for the Center for Youth Advocacy and Well-Being website; assisting with community engagement; and tracking performance measures and outcomes for a wide range of projects.

**DUTIES AND RESPONSIBILITIES:**

1. Assists in designing research studies and monitoring data collection and data quality.
2. Collaborates with community partners to assist in determining data collection, its processes, and the maintenance and distribution of procedures with the Center’s research team.
3. Monitors relevant project compliance, including Institutional Review Board, contracts, and study implementation milestones.
4. Assists with community engagement events.
5. Tracks community engagement assessments and performs data analyses on community-related research projects.
6. Conducts background research for literature reviews.
7. Drafts scientific articles and prepares scientific lectures/presentations, including audiovisual materials.
8. Assists with establishing materials for the Center’s website.
9. Prepares grant applications for new projects.
10. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic research methods and the need for quality data collection methods.
- Knowledge in mental health, juvenile justice, and/or social services.
- Skills to manage and analyze data utilizing Excel.
- Ability to facilitate community engagement in research.
- Ability to work with community partners to collect and maintain quality data.
- Ability to maintain confidential information, according to Institutional Review Board and HIPAA regulations.
- Ability to manage multiple projects simultaneously.
- Ability to track key metrics and develop reports.

**MINIMUM REQUIREMENTS:**

- **EDUCATION:** Bachelor’s Degree in Social Work, Criminal Justice, Public Policy, or related field
- **EXPERIENCE:** 4 years’ experience related to data collection, management, or analyses; OR Master’s Degree and two (2) years of related experience.

Hiring salary: $46,483

Please use the following link for full position description and link to application: [https://ut.taleo.net/careersection/ut_health_science_center/jobdetail.ftl?job=22000002DQ&tz=GMT-05%3A00&tzname=America%2FChicago](https://ut.taleo.net/careersection/ut_health_science_center/jobdetail.ftl?job=22000002DQ&tz=GMT-05%3A00&tzname=America%2FChicago)