

Job Posting Preview

Research Assistant II Non-Lab

Harvard Medical School

This is a draft job posting. If you are interested please email your CV and cover letter with patel_assistant@hms.harvard.edu with the subject line 'Interest in EMPOWER Lonestar/Content Development RA' and we will add you to a list to be notified with more information when the formal posting for this position goes live.

Job-Specific Responsibilities

The mission of the GMH@Harvard Initiative is to foster a collaborative and cross-disciplinary academic community dedicated to transforming mental health of the world's population through education, research, innovation, and engagement. EMPOWER is a not-for-profit effort of Harvard Medical School's GlobalMentalHealth@Harvard Initiative. EMPOWER is working to identify new practices for the mobilization of new coalitions and partnerships to address the urgent lack of skilled human resources to deliver mental health care globally.

The Research Assistant will perform a variety of project management tasks related to EMPOWER and the successful rollout of the project in Texas as part of the Lone Star Depression Challenge. The individual will work as part of a team to assist in the development and refinement of the psychological treatment content delivered by the EMPOWER project to ensure that it fits the setting in Texas and will assist with overall project coordination with the key stakeholders and health systems in Texas. The individual will report directly to the faculty supervisor who will provide general instructions, set work priorities, and provide oversight of tasks.

- Research Responsibilities
- Assist with conducting research summaries of the relevant evidence base to inform content development.
 - Revise the instructional content in response to feedback from health workers and community members in Texas.
 - Support the Spanish translation of the content and pilot testing the content with Spanish-speaking participants.
 - Manage instructional content in the Cornerstone On-Demand Learning Management System;
 - Track learner progress within the platform and ensure successful implementation in collaboration with key partners in Texas
 - Support the development of supervision protocols for effective delivery of evidence-based brief psychological treatments for depression in primary care
 - Report key milestones and achievements for the project.
 - Manage submissions and update to the Harvard IRB for obtaining ethical approval for the project activities, and coordinate updates with the respective IRBs at the project sites in Texas
 - Prepare written progress reports and summaries for communicating with stakeholders, funders, and collaborators.
 - Willingness to travel to project sites for meetings with stakeholders and key project partners.
- General Administrative and Communication Responsibilities

- Responsible for coordinating communication with partners including Texas-based staff, clinical experts, funders, institutional review boards (IRBs), and project governance boards.
- Responsible for collating, organizing, and/or drafting material for the preparation of written progress reports, articles, or other documents for publication and/or presentation.
- Support faculty members and program leadership by preparing pre-meeting briefings, PowerPoint presentations, and keeping minutes during larger size meetings.
- Some work outside of scheduled hours will be required, due to event timing/working with collaborators across various time zones, prior notice will be given and agreed upon between employee and supervisor.
- Ability to professionally provide information and service to a wide range of internal and external contacts with excellent communication and interpersonal skills.

Basic Qualifications

Two years' research experience. Higher education may count towards experience. Fluent in Spanish.

Additional Qualifications and Skills

Master's degree in Public Health (or related field) preferred. Bachelor's degree with related research or program management experience can be a substitute for Master's degree. Demonstrated interest in the mental health field and prior experience working with multiple stakeholder groups including community organizations or health care providers. Excellent interpersonal and written communication skills and presentation skills are required. The ideal candidate must be well organized, able to prioritize, use discretion with sensitive or confidential information and manage multiple assignments simultaneously. Competency using a variety of applications such as Adobe Pro, Microsoft Office, Outlook Calendar and the confidence to adapt/learn if not familiar with an application. Ability to work collaboratively and with individuals from diverse backgrounds. Self-directed and able to work independently as well as part of a team. Ability to adapt and remain flexible in a changing environment.

Additional Information

This is a 12-month term appointment with the possibility of renewal contingent on funding.

Harvard requires COVID vaccination for all Harvard community members. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

Please note that we are currently conducting a majority of interviews and onboarding remotely and virtually. We appreciate your understanding.

We are committed to cultivating an inclusive workplace culture of faculty, staff, and students with diverse backgrounds, styles, abilities, and motivations. We appreciate and leverage the capabilities, insights, and ideas of all individuals. [Harvard Medical School Mission and Community Values](#)

Harvard University offers an outstanding benefits package including:

- Time Off: 3 - 4 weeks paid vacation, paid holiday break, 12 paid sick days, 12.5 paid holidays, and 3 paid personal days per year.
- Medical/Dental/Vision: We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.
- Retirement: University-funded retirement plan with full vesting after 3 years of service.
- Tuition Assistance Program: Competitive tuition assistance program, incredibly affordable classes directly at the Harvard Extension School, and discounted options through participating Harvard grad schools.
- Transportation: Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.
- Wellness options: Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation, and complementary health services.
- Harvard access to athletic facilities, libraries, campus events, and many discounts throughout metro Boston.

The Harvard Medical School is not able to provide visa sponsorship for this position.

Not ready to apply? Join our Talent community to keep in touch and learn about future opportunities!

<https://app.jobvite.com/TalentNetwork/action/campaign/w/NzM2NjU>

Job Function

Research

Location

USA - MA - Boston

Job Code

403113 Research Assistant II Non-Lab

Sub-Unit

Department

Global Health and Social Medicine

Time Status

Full-time

Salary Grade

053

Union

55 - Hvd Union Cler & Tech Workers

Pre-Employment Screening

Identity

Schedule

35 hrs. per week | Monday - Friday | 9:00 am - 5:00 pm

Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and

diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

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