

Research Assistant II Non-Lab

Harvard Medical School

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 (Well Being Trust) 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 the 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 and is situated in the Mental Health for All Lab Research Program in the Department of Global Health and Social Medicine at Harvard Medical School. 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 be responsible for research and administrative activities pertaining to the EMPOWER-Well Being Trust partnership. The individual will serve as a key member of the Harvard EMPOWER team and liaise closely with collaborators at external institutions and organizations, and in particular the team at the Well Being Trust, the main partner on this project.

Research Responsibilities:

- Support the development of a policy and leadership training program curriculum focused on scaling up community-based models of care for mental health and substance use concerns.
- Facilitate the design of a peer learning leadership collaborative built through the community-based models of care
- Develop protocols for the evaluation of the program impact and collect metrics of success necessary to inform scale up
- Coordinate the preparation and submission of study protocols to the IRB for ethical review, and submitting regular progress reports to the IRB
- Liaise with implementing partners and project sites to support the delivery, evaluation, and implementation of community-based models of care for mental health
- Conduct interviews and focus group discussions with key stakeholders and community partners
- Support the analysis, interpretation, and presentation of project findings including qualitative results from the focus group discussions
- Develop reports and presentations for dissemination of project findings, as well as support the preparation of manuscripts for peer-reviewed publication in academic journals
- Prepare progress reports for submission to the project funders
- Support the development of new grant proposals and responding to funding opportunities to further expand the EMPOWER-WBT collaboration

Scheduling and Communications Responsibilities:

- Schedule meetings, set up web conferencing, troubleshoot any audio/visual/technological issues during meetings

- Support faculty members by preparing pre-meeting briefings, PowerPoint presentations, and keeping minutes during larger size meetings
- Support routine updates to the EMPOWER website regarding the EMPOWER-WBT partnership and efforts to implement and evaluate the Community Initiated Care program
- Develop written content and announcements summarizing project activities and accomplishments for posting to the EMPOWER website

General Administrative Support:

- Collaborate and assist the EMPOWER research team members on administrative tasks related to the EMPOWER project as needed.
- Ability to professionally provide information and service to a wide range of internal and external contacts with excellent communication and interpersonal skills
- Responsible for facilitating communication among key individuals from Harvard Medical School, across Harvard University, with community stakeholders and key implementing partners, colleagues at the Well Being Trust and across the broader EMPOWER project team.
- Responsible for handling confidential materials with a high degree of professionalism and discretion.

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.

The Research Assistant II will work effectively within a culture inclusive of individuals with diverse backgrounds, styles, abilities, and motivations, and appreciate and leverage the capabilities, insights, and ideas of all individuals.

Basic Qualifications

Two years' research experience. Higher education may count towards experience.

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 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. Ability to work independently as well as part of a team. Ability to adapt and remain flexible in a changing environment.