

Job Description Draft

Research Assistant II
Harvard Medical School

Official posting to go live soon on Harvard Careers <https://hr.harvard.edu/jobs> – pending funding approval.

Summary

The Mental Health for All Lab Research Program promotes the generation of knowledge and its effective utilization with the goal of contributing to the reduction of the global burden of suffering of mental health problems through digital technology and task-sharing scale-up interventions. The research program is based in the Department of Global Health and Social Medicine at Harvard Medical School (HMS) and is under the direction of Prof. Vikram Patel and is co-led by Dr. John Naslund.

The Research Assistant (RA) will perform a variety of tasks related to a new randomized control trial (RCT) which seeks to compare an adapted version of behavioral activation delivered by non-specialist health care workers versus antidepressant medication in the treatment of patients with depression in primary care settings. The goal is to develop and test a precision treatment rule to identify the optimal treatment for a given patient. The RA will be based at Harvard Medical School and the project will be conducted with collaborators in Bhopal, India at the NGO Sangath.

The RA will assist with the coordination of submissions and regular reporting to the IRBs at the US institutions. The RA will also coordinate with the team at Sangath to ensure that IRB reporting is up-to-date over the course of the study across all sites. The RA will also work with the fellow to draft progress reports summarizing key milestones to submit to the National Institute of Mental Health, and coordinate other deliverables to the funder such as regular data submissions to the NIMH Data Archive (NDAR). The RA will support project activities by carrying out relevant literature reviews, documenting and archiving results of analyses, preparing analysis summaries for collaborator meetings, and preparing tables and relevant bibliographies for publications. The RA will report directly to the faculty supervisor, Dr. John Naslund, who will provide general instructions, set work priorities, and provide oversight of tasks.

Research Responsibilities

- Lead the development of progress reports summarizing key milestones for the project to submit to NIMH
- Manage submissions to the Harvard IRB for obtaining ethical approval for the project activities, and coordinate updates with the respective IRB at Vanderbilt
- Support the preparation and submission of regular data reports to the NIMH NDAR
- Willingness to travel to project sites to participate in meetings with key project partners approximately 2-4 weeks per year

General Administrative and Communication Responsibilities

- Responsible for coordinating communication and meetings with partners including clinical experts, funders, IRBs and project governance boards
- Responsible for collating, organizing, and/or drafting material for the preparation of progress reports, articles, or other documents for publication and presentation

- Support faculty members and program leadership by preparing pre-meeting briefings, PowerPoints, and keeping minutes
- Some work outside of scheduled hours will be required, due to working with collaborators across various time-zones, prior notice will be given and agreed upon between employee and supervisor

Basic Qualifications: Two years' relevant 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. Strong quantitative skills and prior experience managing large datasets and conducting statistical analysis is strongly preferred. 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. Understanding of additional data management software including REDCap, STATA, and Qualtrics is strongly preferred. Ability to work collaboratively and with individuals from diverse backgrounds. Self-directed and ability to work independently as well as part of a team. Ability to adapt and remain flexible in a changing environment.