**Student Employee – Research Assistant**

**Center for Children, Families and Workforce Development**

The Center's team of professors, social workers, clinicians, administrators, and students has over 150 years of collective experience providing therapeutic services to children, youth, and families who require social, behavioral health, educational, and related services. The team's statewide presence, entrepreneurial spirit, and technological abilities provide new opportunities to address the needs of high-risk children and families throughout Montana.

**Job Description**: The Research Assistant will assist the Center’s Program Coordinators and researchers/evaluators on various programmatic and evaluation grant deliverables. A Research Assistant contributes in many ways to the Center’s team with typical responsibilities that include the following:

* Conduct literature reviews
* Collect qualitative and quantitative data
* Prepare research briefs, reports and presentations
* Prepare materials for UM Human Subjects Committee review
* Assist in the preparation of interview and focus group questions for evaluations
* Assist in the design of online database/data collection platforms
* Assist with survey development
* Attend project and regular supervision meetings

**Current Projects:**

* Montana Housing Project (funder: Montana Department of Commerce)
  + Federal ARPA funding has provided “gap financing” to Montana in order to build housing projects for homeless/houseless Montanans. The Research Assistant will assist the epidemiologist in collecting data on social determinants of health (SDOH) for an evaluation to build evidence about the role that this project has on improving the outcomes of disproportionately impacted populations in Montana as a result of the COVID-19 pandemic.
* Community Health Worker Training Program (funder: HRSA)
  + The Research Assistant will assist the epidemiologist in the evaluation of this statewide program focused on training new Community Health Workers and upskilling current Community Health Workers. Specifically, the RA will assist in collecting data on multiple population and individual performance measures for yearly federal reporting.
* Innovations Project (funder: Montana DPHHS)
  + The Research Assistant will assist the epidemiologist in building a database system in REDCap and any other data-related tasks associated with the Targeted Case Management program housed in DPHHS.

**Hours per week:** 10-19 hours

**Wage:** $16/hour

**Qualifications**: Applicants must be detail-oriented and should possess excellent communication, writing and time management skills as well as a strong working knowledge of or experience interfacing with a variety of computer software programs (e.g., Word; PowerPoint; Excel; REDCap or other database programs). Applicants should be motivated to learn new skills related to research and evaluation.

Interested applicants should send a brief cover letter and resume with the names of two references to:

*Carrie Jo Riordan, MPH*

*University of Montana*

*Center for Children, Families and Workforce Development*

**carolyn.riordan@mso.umt.edu**