**Staff Associate**

Under the supervision of Prof. Leopoldo J. Cabassa (the study Principal Investigator [PI]), the Staff Associate will work on the research project: Peer-led Healthy Lifestyle Program in Supportive Housing: a 5-year, NIMH funded randomized controlled effectiveness trial involving a sample of 300 research participants. The Staff Associate’s primary responsibilities will include assistance with the development, delivery, and evaluation of a healthy lifestyle group-based program, coordinate data collection and data entry, work with the PI to train and supervise a team of research staff assistants and graduate research assistants, and manage all administrative matters related to the study with the PI as the final approver.

**Characteristic Duties and Responsibilities:**
Under the direction of the PI, the Project Director will conduct the following duties in the areas of development and implementation of the study (85%):

- Develop and maintain a succinct scheduling protocol that coordinates staff, participants, meetings and reporting dates. Assist in the planning and scheduling of project meetings and consultants’ site visits as determined by the PI. Planning and convening meetings with study community partners and organizations involved in the project under the guidance of the PI.
- Conducting literature reviews under the director of the PI;
- Assist with IRB protocols creation, refinements, and renewals under the guidance of the PI;
- With instruction and feedback from the PI: assist with developing data collection instruments and protocols, assist with the development and refinements of study and intervention protocols, recruit study participants, develop systems to track and monitor study participants, conduct surveys, interviews, consultation or other methods as specified by data collection
- With the PI, create and manage qualitative or quantitative data bases, assist in the analyses of data, and writing reports
- Assist with the planning and convening of the study’s data safety and monitoring board under the instruction of the PI.
- Along with the PI, assist with the preparation of proposals for funding as directed.

Coordinate day-to-day research and project management activities of the research team under the direction of the PI, including (10%)

- Provide oversight over petty cash reimbursement for project related activities (e.g., subject payments, travel expenses) with the PI as the final approver.
- Participate in the recruiting and supervising of part-time project staff under the guidance of the study PI
- Carry out day-to-day general administrative tasks involved in documenting work in the field and monitoring project budgets with the PI as the funding approver.
- Manage sub-awards and project consultant contracts with the Office of Sponsored Projects and the PI.

Complete other study-related tasks as assigned by the study PI (5%).

Along with the PI, the Staff Associate is responsible for the training and daily supervision of research project staff including Research Staff Assistants (2), Graduate Research Assistants (2), outside contractors/vendors on sub-awards, and undergraduate students.

**Minimum Qualifications:**
- Master’s Degree preferred in Social Work or other related fields such as public health, psychology, nursing, business administration, organizational behavior, etc. Nursing background preferred.
- 2 years of related experience required
- Experience conducting surveys and interviews with live subjects
- Excellent written and oral communication skills
- Experience supervising staff
- Experience managing research projects
- Experience analyzing data and preparing reports
Experience managing IRB protocols

Preferred skills:
- Knowledge regarding obesity, weight loss, and nutrition
- Previous experience working with adult clients, specifically individuals impacted by overweight/obesity and serious mental health illness (e.g., schizophrenia, bipolar disorder, major depression)
- Experience working on community based clinical trials preferred. Experience with organizations in New York City and supportive housing agencies is strongly preferred.
- Basic statistics computer software skills (e.g., STATA, SPSS, SAS)
- Experience using data management and survey softwares (e.g., Access, Qualtrics)
- Proficient in Spanish language (oral and written)

This position is entirely grant funded and continued employment is based on funding.

All candidates must submit a cover letter and resume and apply through Columbia University’s Recruitment of Academic Personnel System (RAPS) online employment application system. Quick Link: [https://academicjobs.columbia.edu/applicants/Central?quickFind=59635](https://academicjobs.columbia.edu/applicants/Central?quickFind=59635)

We are highly interested in candidates from underrepresented groups. Review of applicants will begin immediately. *Columbia University is an Equal Opportunity/Affirmative Action employer.*