

Research Coordinator (Full-time, in person; 1 position)

[The Body Image, Sexuality, & Health \(BISH\) Lab](#) and the Cancer Disparities and Cancer Communication (CDCC) Lab in the Department of Psychology at San Diego State University will be hiring 1 full-time research coordinator for an ongoing NIH-sponsored clinical trial focusing on suicide prevention amongst LGBTQ+ youth and young adults (*QueerCare*). The BISH Lab, directed by Dr. Aaron Blashill, conducts research focused on sexual orientation and gender identity-based disparities in mental health, physical health, and health behaviors. Research in the CDCC Lab, directed by Dr. Kristen Wells, focuses on the development and evaluation of patient navigation, community health worker, and health communication interventions. We strive to make our labs a diverse, open-minded, non-judgmental, sex-positive academic space where folks from all backgrounds are welcome.

This position will be primarily coordinating *QueerCare* (under the direction of PIs: Aaron J. Blashill, PhD & Kristen J. Wells, PhD, and Project Director: Arjan van der Star, PhD). This research project focuses on testing a patient navigation program to prevent suicide attempts amongst LGBTQ+ youth and young adults. This is a two-year position, with opportunities for extension pending availability of funding. Start date is summer 2023.

The Research Coordinator will be responsible for but not limited to:

Research Activities

The Research Coordinator will primarily coordinate the day-to-day operations of the research project in conjunction with the Project Director.

Regular duties include: coordinating recruitment efforts including in-person recruitment events; managing randomization and condition allocation; overseeing assessments and data collection; managing participant reimbursement; and training and supervising undergraduate research assistants. The Research Coordinator will also be responsible for preparing materials and progress reports for the Institutional Review Board (IRB), ClinicalTrials.Gov, Data Safety and Management Board (DSMB), and National Institute of Health (NIH), and preparing purchasing, reimbursement and remittance documentation.

Additional duties include: consenting participants; locating research articles relevant to grant proposals; and performing other administrative duties as necessary.

Education/qualification and training

- Bachelor's degree awarded or near completion in relevant area (e.g., psychology, social work, other behavioral or social sciences)
- College-level coursework/training in research design or statistical methods

Knowledge/skills

- Excellent written and verbal communication skills, including communication with staff, faculty, students and research participants
- Excellent organizational and time management skills, including short/long-term planning

- Knowledge of self-injurious thoughts and behaviors literature
- Knowledge of sexual-orientation and gender identity-based health disparities
- Excellent computer skills

Experience

- Relevant research experience (e.g., conducting quantitative research)
- Experience in leadership, group coordination, or management
- Experience of using Microsoft Office (e.g., Word and Excel) and Google Drive
- Experience of data gathering software (e.g., Qualtrics) and encryption software (e.g., Keka, Peazip, 7zip)
- Experience of working with vulnerable, marginalized and diverse populations, including sexual or gender minority individuals
- Experience of working in an ethnically, culturally, and racially diverse environment (preferred)

Personal characteristics/other requirements

- Motivated and enthusiastic
- Good attention to detail and high standards of accuracy in all aspects of work
- A high level of cross-cultural sensitivity
- Ability to work independently and within a team
- Empathy, compassion, and sensitivity to the challenges experienced by the queer community and those struggling with suicidality
- Comfort with discussing suicidality and working one-on-one with individuals experiencing self-injurious thoughts and behaviors
- Ability to stay calm under pressure, as high-stress situations may arise

Role specific requirements

- Demonstrated ability to multitask and prioritize different task demands
- Demonstrated ability to take responsibility for assignments and deadlines
- Demonstrated ability to understand and follow work procedures
- Knowledge of grant responsibilities such as summary or progress reports
- Demonstrated ability to work effectively with a wide range of colleagues

Salary and benefits

- \$35,000 minimum (salary may vary based on experience) + full benefits (see https://www.foundation.sdsu.edu/hr_benefits.html for more information)

Priority will be given to applications received on or prior to February 01, 2023. However, applications will be reviewed on a rolling basis through February 11, 2023. Interviews will be held in mid-to-late February with offers to follow shortly after.

To submit your application, please complete the following Google Form:

<https://forms.gle/67cARyyAcWakgkHL8>. Through this form, you will have the opportunity to upload a cover letter and CV, as well as provide the names and contact information for two professional references. Any questions should be directed to Aly Randall at arandall@sdsu.edu.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with SDSU Research Foundation.

San Diego State University Research Foundation is an EEO/AA/Disability/Vets Employer