

UNIVERSITY OF MARYLAND
The Institute for Innovation & Implementation

Student Research Support Position

The Institute for Innovation & Implementation is in need of immediate help on several projects and is looking for multiple current students who are interested in paid work. Below are details the most immediate, pressing needs. This is a great opportunity to gain experience in a research setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ongoing data entry across several projects (risk data, service usage, child and parent functioning, quality and satisfaction surveys, etc.). The work includes entering paper survey responses into excel and/or Qualtrics, and organizing data files for analyses.
2. Assisting with organization and management of files including organizing training and research paper and electronic files, scanning files, and organizing online folders across projects. Assistance with project timelines and creation of checklists and work flow documents is also needed.
3. Scheduling meetings and webinars and maintaining contact with project partners.
4. Maintaining professional credibility and research standards.

QUALIFICATIONS:

- Excellent written and oral communication and interpersonal skills. Ability to communicate and collaborate with other research team members.
- Strong organizational skills, the ability to work well independently and to pay careful attention to detail.
- Ability to collect sensitive and accurate information, and maintain confidentiality.
- Proficient computer skills including familiarity with Microsoft Office and the ability to communicate electronically.
- Flexible schedule and a willingness to work around project and team schedules.
- Minimum of a High school degree required; Bachelor's degree in related field preferred.
- A background check is required for all UMB employees.

HOURS/COMPENSATION:

- Hours will vary, with a maximum of 20 hours per week.
- Flexible work schedule, daytime availability preferred. Will be required to report to the main office in Baltimore one day per week.
- All work would be done during the day at the Institute.
- There may be additional opportunities as well, over time, for applicants who show interest and capacity for expanded duties.
- Salary range is \$13-16 per hour.

TO APPLY:

Send resume with a cover letter describing your interest in this position and relevant experience to: Margo Candelaria, Ph.D. mcandelaria@ssw.umaryland.edu.