
PSY-007 – Research Associate – Department of Psychology – College of Liberal Arts and Sciences

Position Overview

This position will be located mainly in Boston, MA, and will require extensive travel throughout New England, as well as occasional trips to Washington DC and North Carolina. Reports primarily to the industry coordinator located in Boston, but also to the intervention director in Portland, Oregon. The site manager will serve as the onsite liaison between the Work, Family & Health Network and its partnering company in the private sector and as manager of the field research activities.

Project Description

The Work, Family and Health Network is funded by the National Institutes of Health and is tasked with examining the effects of changes in workplace policies and practices on work-family conflict, employees' health, family well-being, and organizational outcomes. The PIs of the teams are Dr. Leslie Hammer (Portland State University), Dr. Ellen Kossek (Michigan State University) and Drs. Lisa Berkman and Orfeu Buxton (Harvard School of Public Health).

Duties/Responsibilities

The site manager is primarily responsible for managing and coordinating part of the New England field research activities, specifically overseeing survey data collection and conducting qualitative interviews. The site manager develops effective systems to ensure the data collection is running smoothly in day to day operations and acts proactively to solve problems and build relationships. The site manager supports and enables the industry coordinator and PIs to anticipate research deadlines in the field and move site activities successfully forward to completion.

Specific duties include the following:

Data Collection

- Assists in developing data collection plan with principal investigators, industry coordinators, and other network partners.
- Ensures all IRB requirements are followed and met.
- Tracks participant enrollment in data collection activities for process evaluation, intervention implementation and survey data collections with project manager.
- Contributes to refinement of research protocols and manuals.
- Collects data on company resources and productivity measures that are appropriate for each site, and turnover data.
- Assists in collection of administrative data for analysis of business outcomes, including ROI.
- Conducts semi-structured qualitative interviews.

Research Coordination

- Creates weekly reports related to field research operations.
- Reports any challenges in the field or complaints by industry partner to industry coordinator.
- Assist in recruitment of participants in the field.
- Facilitates employee surveys by providing guidance to data collection staff and industry partner regarding scheduling of employee surveys, locating space for employee surveys, and using turnover data to prepare updated rosters of participants before each round of data collection.
- Establishes administrative structures on site to ensure process evaluation and survey data collection have institutional memory and are running well on a daily basis, including maintaining document control.

- Tracks all field research activities, schedule times, and location for intervention sessions and field research activities with industry partner.
- Develops and maintains effective working relationships with PIs, co-PIs, industry coordinators, intervention director, network partners, and industry partner managers.
- Participates in network and consultant meetings as needed.

Data Analysis

- Participates in data analysis and provides required feedback to manager participants.
- Summarizes field notes and other data in response to queries from project manager or principal investigators.
- May contribute to publications by drafting text, preparing tables, or editing in collaboration with project manager or principal investigators.

Note: The employer reserves the right to change or assign other duties to this position.

Qualifications

Required:

- Previous experience in a research project and knowledge of research methodology, including data integrity, causal mechanisms, and the central tenets of evaluation research.
- Proven ability to organize and prioritize numerous tasks.
- Ability to communicate effectively with a wide variety of individuals.
- Prior experience conducting semi-structured qualitative interviews effectively.
- Working experience with database software, such as Excel, Access, and/or SPSS.
- Ability to solve problems quickly and resolve situations as they arise, including knowing when to involve others from the research team.
- B.A. is required, and Master's degree or higher preferred.

Preferred:

- Experience working on large-scale or multi-disciplinary research projects.
- Academic research work on psychosocial work environment or organizational change.
- Previous experience in a long-term or other convalescent care setting, either in research or as a direct care worker.

Compensation

Salary is \$45,000 - 55,000 with an excellent benefits package – including full paid medical and dental coverage, generous retirement and vacation packages and tuition reduction for employee or dependent at all Oregon University System institutions.

To Apply

Complete applications will be reviewed beginning July 10, 2009. Position will remain open until finalists are identified. Submit a cover letter, resume and contact information for 3 references by email to: kristab@pdx.edu and ly@pdx.edu.