

Position Summary: The employee in this position assists with the conduct of research related to chronic disease risk reduction in low-income women and in rural adults by assisting with data collection, creation and management of databases, preparation of descriptive research results, and dissemination of research findings.

Duties:

Research

- Develop and maintain study databases
- Monitor study enrollment, participation, and completion procedures
- Prepare data for analysis. Perform descriptive data analysis.
- Perform surveys, interviews, observations or use other methods according to established research protocols.
- Data entry into study databases
- May conduct literature searches.

Communication

- Prepare written reports and presentations
- Maintain and process required paperwork
- Participate in team meetings with internal and external partners
- Contribute to manuscript development
- Perform other related duties and participate in special projects as assigned.

Qualifications:

- Bachelor's degree in social science or related field
- Knowledge of fundamental research concepts, practices and procedures
- Entry level knowledge of research methods required.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong verbal and written communication skills
- Ability to manage multiple tasks within a team environment.

Preferred qualifications:

- Spanish language fluency

For fullest consideration, please click [here](#) to apply (no later than **2/21/2020**) and include a cover letter and resume with your application.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.