

# California State University, Fresno Foundation

## RESEARCH ASSISTANT – CENTRAL VALLEY HEALTH POLICY INSTITUTE

### JOB ANNOUNCEMENT #17-860

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Central Valley Health Policy Institute through the California State University, Fresno Foundation.</b> The Central Valley Health Policy Institute (CVHPI) is located within the California Center for Health and Human Services (CCCHHS) an ancillary unit of California State University, Fresno. CVHPI serves to integrate university resources with regional needs by collaborating with agencies and community organizations to address health and healthcare policy and program challenges in the San Joaquin Valley. This is a position with the California State University, Fresno Foundation.</p> <p>CVHPI is the research and evaluation partner of Glow! a project administered by First 5 Fresno County that will administer group prenatal care to women in Fresno. CVHPI will be responsible for enrolling study participants, collecting survey data, analyzing findings and preparing summary reports.</p> <p>University faculty and students from the College of Health and Human Services join with Center staff and community stakeholders to address high priority needs in the region. The Center provides administrative and grant development support for various ancillary units and developing projects.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction of the Executive Director of the Central Valley Health Policy Institute and his/her designees, the Research Assistant is responsible for:</p> <ul style="list-style-type: none"> <li>• Participating in a collaborative research process</li> <li>• Recruitment of participants in clinic settings for study</li> <li>• Telephone and other outreach to secure participants for educational events</li> <li>• Event planning, coordinating food, materials, event set-up</li> <li>• Helping to prepare print and web materials to support educational program</li> <li>• Conducting outreach and education on the program using social media</li> <li>• Participating in the development and preparation of project reports</li> <li>• Working with project managers and team members on various technical and analytic assignments related to Center activities, programs and personnel</li> <li>• Other duties as assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Requires a Bachelor’s degree in public health, experimental psychology or a related field with training in data collection, synthesis, statistical analysis, interpretation and reporting.</li> <li>• Six (6) months of experience with responsibilities in supervised research or program administration</li> <li>• Knowledge of health, medical terminology and the broad determinants of health</li> <li>• Knowledge of evaluation processes</li> <li>• Excellent problem-solving skills</li> <li>• Ability to use Internet to collect data</li> <li>• Ability to apply methods for statistical analyses, data interpretation and appropriate representation of data in charts, tables and figures</li> <li>• Moderate level competency and skills utilizing standard office software including Word, Excel, email and Internet usage</li> <li>• Familiarity with statistical software packages and procedures (e.g. SPSS, SAS, HLM, Arcview)</li> <li>• This position requires flexibility, an orientation to detail, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities.</li> <li>• Correct English grammar usage, spelling, punctuation and proofreading</li> </ul>

	<ul style="list-style-type: none"> <li>• Documented ability to work well with people from various organizational levels within a given organization, as well as proven ability to work congenially and effectively with members of the general public</li> <li>• Ability to adapt quickly to changing priorities</li> <li>• Enter data and text with speed and accuracy</li> <li>• Establish and maintain effective working relationships with faculty, students and staff from diverse ethnic, cultural and socio-economic backgrounds</li> <li>• A history of regular attendance and positive performance evaluations</li> <li>• A valid California driver's license and reliable, insured transportation as driving may be required</li> </ul>
<b>COMPENSATION:</b>	\$2,773.33/month. Benefits include health, dental, vision, 401(K), life, and vacation, sick and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins August 25, 2017; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**