Project Assistant

SUMMARY:

Comadre a Comadre Program is affiliated with the Center for Collaborative Research Community Engagement (CCRCE) in the College of Education. The Comadre a Comadre Program is a culturally/linguistically competent multilevel community-based intervention designed to reduce breast cancer disparities among NM Hispanic/Latinas. We are seeking a graduate student to assist with the Comadre Program’s various data collection components (interviewing participants etc.), data entering using HSC REDCAP, monitoring and updating the Program’s patient DB, and other research related activities.

DUTIES AND RESPONSIBILITIES:

1. Conduct interviews
2. Enter data collected
3. Prepare data collected for data entry
4. Assist in the revising of internal tracking forms and other documents
5. Coordinate activities related to recruitment of participants
6. File Maintain and organization, (ie compiling, report preparation etc.)
7. Other job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Graduate level standing or advanced skills required to perform research involved, practical and/or classroom experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of MS Office applications, particularly Word, Excel, and PowerPoint.
- Experience in working with Hispanic/Latino population
- Experience with conducting surveys (in-person or via telephone)
- Experience in multi-tasking and time management skills
- Ability to speak, write, and read Spanish fluently,
- Ability to work flexible hours as needed to accommodate program
- Ability to create, compose and edit written materials
- Ability to communicate effectively, both orally and in writing
- Ability to have reliable vehicle

To apply, please email CV and cover letter to Elba Saavedra, comadre@unm.edu AND elsaave@unm.edu with the subject line of “PA Application – Comadre a Comadre”

Position is open until filled.