The Department of Psychiatry & Behavioral Sciences is a multi-division department within the UNM School of Medicine. We provide excellent, innovative education to residents, graduate and medical students, and health professionals; the highest quality mental health care to the citizens of New Mexico; and pursue outstanding multidisciplinary research that helps solve important health problems.

The Division of Community Behavioral Health (CBH), within the broader Department of Psychiatry, is seeking a self-motivated individual to join our dynamic multi-disciplinary team. The mission of CBH is to address behavioral health care disparities through: health services research and evaluation; training and workforce development; and through increasing access to quality behavioral health services that are holistic, cost-effective and provided with respect to unique cultures and communities.

CBH is seeking a detail oriented, self-motivated Graduate Research Assistant (GRA) to serve as part of our research team. This position requires an organized individual who demonstrates initiative and possesses excellent time management skills.

Under the supervision of CBH faculty and program leadership, the graduate assistant will be primarily responsible for the following:

- Literature reviews and manuscript assistance (i.e. drafting and editing papers and other documents).
- Data collection, entry, data analysis, cleaning and management (i.e. interviewing, survey creation and compiling, etc.).
- Communication with community partners and others involved with the projects/study.
- Performing statistical analyses and assisting with data dissemination projects, including creating data visualizations.
- Assist with project logistics and reporting.
- Clinical consultation and training, as appropriate.
- Other job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Graduate level standing or advanced skills required to perform research involved, usually requiring significant (approx. 2 years) practical and research experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of MS Office applications, particularly Word, Excel, and PowerPoint.
- Knowledge of research procedure – qualitative and/or quantitative.
- Knowledge of statistical software, such as SPSS, SAS or R.
- Classes and/or experience relevant to the research work to be done.
- Experience working with or knowledge of state child welfare systems.
- Any skills or knowledge necessary for the specific research project.

To apply, please email current CV and cover letter to Lee Ann Ratzlaff, lratzlaff@salud.unm.edu and Mai Wyles, mwyles@salud.unm.edu by January 17, 2020.