The Department of Psychiatry & Behavioral Sciences is a multi-division department within the UNM School of Medicine. We provide excellent, innovative education to residents, 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 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, the graduate assistant will be primarily responsible for some or all of 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, database management, etc.).
- Communication, scheduling and consenting participants and others involved with the projects/study.
- Assist with project logistics and reporting.
- Other job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Graduate level standing or advanced skills required to perform research and/or evaluation 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 or SAS.
- Classes and/or experience relevant to the research work to be done.
- Any skills or knowledge necessary for the specific research project.

To learn more, please contact Jennifer Crawford, PhD. To apply, please email current CV and cover letter to Dr. Jennifer Crawford, jcrawf@salud.unm.edu as soon as possible. Applications will be reviewed regularly until the position is filled by or before the November 20, 2020 deadline.