



CENTER FOR HUMAN SERVICES RESEARCH

UNIVERSITY AT ALBANY State University of New York

JOB ANNOUNCEMENT

Part-Time Research Support Specialist

The Center for Human Services Research is seeking a part-time Research Support Specialist to conduct team observations and phone interviews as part of an assessment of Wraparound implementation in Orange County, New York. Provision of Wraparound services occurs within the larger framework of a federally funded initiative intended to transform the way children with serious mental health issues and their families are served. Responsibilities include scheduling phone interviews and coordinating team observations, conducting interviews and observations, and purchasing incentives and tracking their expenditures. Observations are conducted in homes, offices, and other community locations throughout Orange County. While the Research Support Specialist reports directly to the Principal Investigator, located at the Center for Human Services Research in Albany, NY, the local evaluation office is located in Montgomery, Orange County.

Minimum Qualifications:

1. High school diploma or equivalency.
2. Demonstrated ability to work independently as well as collaboratively on a team.
3. Excellent communication and organizational skills; demonstrated experience with Microsoft Office, especially Excel.
4. Demonstrated ability to work with culturally diverse populations.
5. Excellent interpersonal skills.
6. Must be willing to work a flexible schedule, including some weekends and evenings.
7. Must have reliable transportation and be eligible for NYS driver's license.

Preferred Qualifications:

1. Experience conducting team observations and research interviews.
2. Knowledge of or experience with children and youth with social, emotional, and behavioral challenges and their families.
3. Knowledge or experience with human service delivery systems.
4. Bilingual in English and Spanish.

Special Notes:

This is a 20-hour-per-week position at a salary of \$19,000. Employment is through the Research Foundation of SUNY during the grant period November 1, 2013 through September 30, 2014 and is contingent upon funding. The Research Foundation of SUNY is a private, not-for-profit organization managing sponsored program activity for the University at Albany. The Research Foundation of SUNY offers a generous benefits package including medical, dental, vision insurance, as well as paid vacations and holidays. The Research Foundation of SUNY is an EO/AA/IRCA/ADA employer.

Please send a resume and cover letter to dcarner@albany.edu or to Denise Carner, Center for Human Services Research, School of Social Welfare, Richardson Hall, Room 315, 315 Western Avenue, Albany, NY 12222. Deadline for submission is October 25, 2013. Applicants may visit our website at <http://www.albany.edu/chsr/> for more information on the Center.