

Maggie Matson, MPH

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Education

Master of Public Health

Concentration: Social and Behavioral Sciences

Indiana University – Purdue University, Indianapolis, IN

Bachelor of Arts with Honors

Major: Psychology; Minor: Human Sexuality

Indiana University, Bloomington, IN

Project Management Experience

Research Project Manager

December 2019 – Current

Feinberg School of Medicine, Northwestern University, Chicago IL

Manager on NIH-funded Hybrid Type 1 Effectiveness-Implementation trial of an eHealth HIV prevention intervention for adolescents

- Leads team in planning, designing, and executing the research project
- Plans, develops, implements, and supervises new processes and protocols to support and optimize participant recruitment and retention in order to fulfill study aims.
- Hires, trains, supervises, and delegates responsibilities to research staff and interns
- Discusses performance feedback and professional development with research staff and interns
- Corresponds with consultants and partners across multiple sites
- Ensures completion of study documentation for current local, state, and federal regulatory guidelines, requirements, laws, and research protocols in a timely manner
- Assists with developing questions for surveys, interviews, and/or focus group guides for data collection
- Coordinates with data team and research staff to program, troubleshoot, and refine data collection instruments
- Conducts qualitative and basic quantitative data analyses for manuscripts as needed
- Prepares and co-authors scientific papers, posters, or abstracts for presentation and publication
- Researches best practices and provides recommendations for social media recruitment strategies to other research studies at Northwestern University as a consultant through the partnership between the THRIVE Center and Northwestern University Clinical and Translational Sciences Institute teams
- Tracks project expenses and reconciles budgetary information based on listed transactions
- Served as a reviewer for the Journal of the International AIDS Society

Research Project Coordinator

February 2017 – December 2019

Feinberg School of Medicine, Northwestern University, Chicago IL

Coordinator on multiple NIH-funded studies relevant to HIV prevention in adolescents

- Lead team in planning, designing, and executing research projects
- Oversaw completion of research activities including recruitment on social media platforms and participant retention processes in order to fulfill study aims
- Planned, developed, and implemented new processes and protocols to support and optimize study capabilities to recruit and retain participants
- Hired, supervised, trained, and assigned duties to staff and interns
- Ensured all study documents associated with current local, state, and federal regulatory guidelines, requirements, laws, and research protocols are completed in a timely manner
- Submitted necessary documentation (e.g., continuing review or modifications) to Northwestern IRB
- Moderated online focus groups and community advisory boards
- Conducted qualitative data analysis using Dedoose
- Corresponded with data team to program, troubleshoot, and refine online surveys for effective data collection
- Tracked project expenses and reconciled budgetary information based on listed transactions
- Co-authored and prepared scientific papers, posters, or abstracts for presentation and publication
- Assisted with preparing sections of grant proposals, such as the budget justification section
- Developed and adapted creative content for an online intervention including filming and editing videos.