

California State University, Fresno Foundation

RESEARCH ASSOCIATE – CENTRAL VALLEY HEALTH POLICY INSTITUTE

JOB ANNOUNCEMENT #21-279

POSITION SUMMARY:	<p>Full-time, benefited position (based on available grant funding) with the Central Valley Health Policy Institute through the California State University, Fresno Foundation. The Central Valley Health Policy Institute (CVHPI) is located within the California Center for Health and Human Services (CCCHHS) an ancillary unit of California State University, Fresno. CVHPI serves to integrate university resources with regional needs by collaborating with agencies and community organizations to address health and healthcare policy and program challenges in the San Joaquin Valley.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Executive Director of the Central Valley Health Policy Institute and his/her designees, the Research Associate duties and responsibilities may include:</p> <ul style="list-style-type: none"> • Implementation and analysis of awarded evaluation, research, and technical assistance projects. • Lead development and reporting on literature reviews and necessary background data. • Draft Institutional Review Board (IRB) applications. • Maintain project records and scope of work. • For assigned projects, lead and manage qualitative and quantitative data collection and storage per the University's Institutional Review Board (IRB) protocols. Refines and updates IRB protocols as required. • Conduct and oversee quantitative and qualitative data analyses. • Synthesize research findings and prepare reports and publications. • Play lead role in the development and preparation of research/technical assistance proposals. • Represent CVHPI at meetings and media interactions, as needed or required. • In consultation with the Executive Director and Co-Director makes independent decisions and uses sound professional in determining goals, objectives, tasks and priorities. • Use discretion and maintains confidentiality. • Ensure all required reports are completed on time. • Identify and develop opportunities for collaborative research projects. • In consultation with the Executive Director and Co-Director provides supervision and mentoring to junior staff and student participants in assigned projects. • Other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Master's degree in Public Health, Sociology, or related field. • Minimum of three (3) years related experience. • Demonstrated ability to organize and plan work and projects including handling multiple priorities in a complex and fast-paced environment. • Excellent skills in statistical and qualitative analysis software applications. • Knowledge of appropriate methods for statistical and qualitative analyses across a range of study designs, research objectives, and sponsor/audience needs. • Knowledge of healthcare, public health, and public policy terminology and the broad determinants of health and disabilities. • Skills in designing and conducting research on social determinants of health and healthcare program implementation. • Ability to conduct systematic literature reviews by using public health and healthcare bibliographic systems. • Excellence in representation of data and statistical analyses in charts, tables and figures. • Ability to effectively prioritize project tasks and schedules in the context of multiple projects and deliverables. • High level competency and skills utilizing standard office software including Word, Excel, email and Internet usage. • Excellent English grammar usage, spelling, punctuation and proofreading.

	<ul style="list-style-type: none"> • Documented ability to work well with people from various organizational levels within a given organization, as well as proven ability to work congenially and effectively with members of the general public. • Excellent written and oral communications skills and the ability to work effectively with faculty, staff, and students from diverse ethnic, cultural and socioeconomic backgrounds and the ability to work effectively in a team environment. • Ability to adapt quickly to changing priorities. • A history of regular attendance and positive performance evaluations. • A valid driver's license and reliable, insured transportation as driving may be required.
COMPENSATION:	\$4,166.66 - \$4,416.66 per month. Salary will be commensurate with education and experience. Benefits include health, dental, vision, 401(K), and life insurance, vacation, sick and holiday pay.
DEADLINE:	Application review begins January 5, 2022; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/admnserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date