**Research Coordinator**

**Job Description**

# **Position Summary:**

Research in the Center for Early Childhood Health and Development in the Division of Health and Behavior in the Department of Population Health at the NYU School of Medicine is aimed at developing and evaluating school and family based programs. Current efforts are focused on the evaluation of *ParentCorps,* an enhancement to Pre-Kindergarten programming that aims to promote positive achievement and behavioral outcomes for students attending high-poverty elementary schools. We are looking for staff to coordinate activities related to *ParentCorps* professional learning and implementation, and the evaluation of *ParentCorps* implementation in NYC.

The Research Coordinator will liaison between school-based staff and the *ParentCorps* implementation team, and support the program facilitators (mental health professionals and early childhood educators) in the evaluation and logistical activities associated with implementation of *ParentCorps* in early childhood settings. We are seeking dynamic, dedicated, and team-oriented candidates with exemplary organizational skills. Candidates will have prior experience working with children and diverse populations, and with human subjects’ research. Ideally, candidates will also have experience in early childhood settings, experience in and comfort with implementation of evidence-based interventions, and proficiency with technology (e.g., online surveys, data entry in SPSS, PowerPoint). Thorough training in all procedures, training content and *ParentCorps* will be provided.

**Responsibilities:**

* Serve as primary research coordinator for a cluster of sites implementing *ParentCorps*. Activities may include serving as primary contact and liaison with school leaders and staff regarding data collection and evaluation activities as part of a randomized controlled trial (RCT), consenting families, scheduling data collection, coordinating and tracking school-based data collection, obtaining organizational data about the site, and summarizing all data collected.
* Coordinate and collect data from schools and early education sites (e.g., via observations, interviews, surveys, and assessments of Pre-Kindergarten children in schools) and public sources (e.g., NYC Department of Education website).
* Complete data collection as part of evaluation efforts (e.g., assessments with Pre-K children, interviewing parents, surveys with teachers, focus groups).
* Coordinate, oversee, track and enter *ParentCorps* Program implementation data.
* Generate and present brief reports and visuals on progress of data collection, coaching progress, and implementation and professional learning data.
* Develop and maintain relationships with school leadership, mental health professionals, early childhood educators and parent coordinators.
* Coordinate and contribute to recruitment and engagement efforts for *ParentCorps* Family Program and evaluation activities.
* Work closely with a small team of *ParentCorps* coaches on the implementation of the *ParentCorps* Program in a set number of sites/schools.
* Model the *ParentCorps* Program for Students with early childhood educators using a manualized evidence-based program.
* Conduct live observations of programming in sites, using manuals to code leaders’ adherence to the program manuals and skills of program implementation.
* Manage logistics of and coordinate large Professional Learning days with NYC Department of Education site leaders (e.g., principals), early child educators (e.g., teachers) and social workers.
* Maintain a master database of implementers and sites with key indicators for analyses for *ParentCorps* implementation.
* Conduct literature searches and summaries in areas of prevention science and implementation science.
* Participate in center-wide trainings.
* Participate in team meetings and supervision.

**Qualifications:**

* Bachelors in Psychology, Social Work or related field.
* At least one year experience in clinical, medical or school settings.
* Prior experience with human subjects’ research or in a research setting.
* Experience working with young children.
* Experience working with diverse populations.

**Preferred Qualifications:**

* Experience in early childhood settings, preferred.
* Experience in and comfort with implementation of evidence-based interventions, preferred.
* Proficiency with technology and statistical datasets (e.g., online surveys, PowerPoint, SPSS), preferred.
* Professional, responsible, personable.
* Dynamic, dedicated, motivated.
* Detail-oriented, conscientious, with strong organizational skills.
* Team-oriented.
* Ability to work independently.
* Ability to collaborate with community-based agencies and schools.
* Strong verbal communication skills.

**Interested Candidates:**

Please send a cover letter and CV or resume to Rachelle Theise, Psy.D. at [rachelle.theise@nyumc.org](mailto:rachelle.theise@nyumc.org) .