

Visiting Project Coordinator

The UIC Center for Research on Women and Gender/Center of Excellence in Women's Health (CRWG/CoE) is seeking candidates for the position of Visiting Project Coordinator. The project coordinator will assist with international women's health projects and work with CRWG/CoE staff on other projects related to women's health research.

Responsibilities include:

- * Assisting with literature searches, grant writing and manuscript writing.
- * Assisting with evaluation activities, including design and development of research instruments and training materials, data collection, data entry and data analysis.
- * Preparing Institutional Review Board (IRB) applications.
- * Communicating with national and international project collaborators, funding agencies, and the UIC Office of Research Services and Office for the Protection of Human Subjects, as needed.
- * Assisting with the preparation of presentations/talks.
- * Coordinating project-related activities such as arranging conference calls, meetings etc.

Qualifications:

- * Candidate must have either a master's or doctoral degree in the health sciences, public health or related field.
- * Candidate should be IRB and HIPAA certified and must have experience with IRB applications.
- * Medical or public health background with some experience in women's health and/or international health preferred.
- * Candidate must be proficient with all Microsoft Office applications (Word, Excel, Power Point, Access); familiarity with statistical software (SAS, SPSS) preferred.

Candidate must be able to work independently and in collaboration with other CRWG staff. Ability to work flexible hours is essential.

This is a 50% position (20 hours/week) but it will become a full-time position within six months. Starting date is January 4, 2010. For fullest consideration, please e-mail a cover letter and your CV/resume to Chisina Kapungu by Friday, November 13, 2009. Please specify "CRWG PC position" as the subject line in your e-mail.

If you have any questions, please contact Chisina Kapungu at ckapungu@psych.uic.edu or (312) 355-3880.

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