

## **POSITION DESCRIPTION**

**For the Period TBD**

**NAME:**

**RANK:** Research Project Specialist **FLSA:** Exempt

**Department/Division** Population Science and Policy

The Department of Population Science and Policy (PSP) at Southern Illinois University School of Medicine (SIU SOM) is broadly defined as a research and policy academic department dedicated to improving the health outcomes of the residents of central and southern Illinois. The Department seeks to understand the region SIU SOM serves, designs and studies optimal approaches to the prevention and treatment of disease, models and disseminates these interventions, and educates future health care providers on the importance of population health to the patients they serve.

The Department focuses on four major themes: 1) data acquisition and analysis to identify disease risk, 2) clinical and community focused population health strategies that reduce health disparities, 3) systems based policy formation that provides sustainable solutions, and 4) the population health education of current and future health care professionals.

The Department uses its research, scholarship, and innovation to design, implement, study, and model solutions to our region's health challenges. Our research guides policy, and our distinguished faculty advise hospital and clinical systems, government, educators, and industry on the best means to improve population health. The Department connects faculty from SIU School of Medicine to affiliated institutions, agencies, and philanthropy who are interested in population sciences research and policy formation. The Department seeks and promotes collaborations with various sectors of society to bridge knowledge gaps, share methodological expertise, and stimulate translational science.

The Department's ultimate goal is providing opportunities for healthier, happier, and more successful lives for the residents of central and southern Illinois.

### **POSITION FUNCTION**

The primary function of this position is to provide research operational support for community based population science and policy activities for the Department of Population Science and Policy (PSP) and its affiliated faculty.

### **ORGANIZATIONAL RELATIONSHIP**

This position will report to the Senior Research Project Coordinator, who in turn, reports to the Assistant to the Chair, who in turn, reports to the Chair, Department of Population Science and Policy.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

### **TIME COMMITMENT**

#### **1. Research**

**95%**

- A. Provides support to Human and Community Development, Epidemiology and Biostatistics, and Health System Science projects covering local, statewide and national sectors, with various funding sources including community grants, public foundations, state organizations, private hospitals and school districts, government and federal agencies. Works on assigned projects with clear expectations and direction from principal.
- B. Serves as a source of information regarding health and healthcare policy information, demographic, political, social and economic status of rural counties in the mission area.
- C. Reviews best practices in population health, population science, health advocacy, and policy initiatives.
- D. Monitors news articles and legislative action relating to health at the local, state and federal level and provides pertinent legislative alerts, reports to leadership.
- E. Assists with review and analysis of state and federal legislation and agency regulation to determine impact on health, community, SIU Medicine and our affiliates; impact on medical student education or other select groups as identified by leadership.
- F. Assists with research protocol and project preparation including literature reviews, budget preparation, budget justifications, IRB submission, project design and development.
- G. Assists with preparation and submission of project abstracts and manuscripts for presentations.
- H. Assists with PSP marketing and communication strategies including creating social media content, newsletter content editing and distribution, website updates and enhancements.
- I. Reviews research project information, articles, policies, relevant community and health policy data.
- J. Participates in study focus groups, teaching and learning workshops, community events, project meetings, under supervision from designated principal.
- K. Provides data collection support via focus groups, surveys, data collection forms. Enters data in spreadsheets, databases. Prepares grant reports.
- L. Maintains supplies for studies, community projects, interventions.
- M. Contacts sponsors to coordinate and schedule meetings, training events.
- N. Creates marketing and promotional materials for assigned projects (brochures, fliers, posters), with input from designated principal.
- O. Creates reports, graphs, maps, charts, for research sponsors and projects.
- P. Maintains awareness of project budget, expenses and available funding.
- Q. Participates in project presentations at local, statewide conferences.
- R. May assist with basic data analysis needs.
- S. May assist with submission of internal or external grant applications.

- T. Develops and maintains a positive working relationship within the PSP, outside departments, hospital personnel, and outside agencies.
- U. Attends mandatory PSP and School of Medicine-required meetings, and other work-related educational programs.
- V. Provides general project support to PSP faculty and research staff.
- W. May perform miscellaneous job-related duties as assigned.

**II. Teaching**

**5%**

- A. Assists in producing and providing educational content and related materials to interested stakeholders including SIU faculty and staff, community leaders, and corporate leadership on the health needs and challenges of our region.
- B. May instruct other personnel (i.e., technicians, residents, medical students, nurses, investigators) in protocol requirements and/or research methods as needed.
- C. May supervise, with support of project faculty mentors, undergraduate interns and medical students participating in population science and policy activities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

**Minimum Qualifications:**

1. Graduate of an accredited college with a minimum of a Bachelor's Degree in an area relevant to the position.
2. Must have interpersonal skills necessary to maintain cooperative working relationships with PSP employees, physician faculty, and other research staff.
3. Must have basic computer skills and be proficient with software packages including, but not limited to, MS Office (Access, Word, Excel, and PowerPoint).
4. Must have analytical skills necessary in order to gather, organize, and tabulate data.
5. Knowledge of pharmaceutical and medical terminology.
6. Sensitive to the needs of underrepresented minority populations.

**Desired Qualifications:**

Master's Degree in area relevant to the position.

**Authority and Responsibility:**

This position does not have authority for personnel hiring, termination or salary determinations, disciplinary actions; and has no inherent budget authority. The individual will need to seek fiscal officer approval as needed for purchases, travel, etc. This individual will work independently with a high degree of skill to perform position.

**Working Conditions/Physical Demands:**

See attached Physical and Environmental Requirements form.

**Environmental, Health and Safety Responsibilities:**

Participates in meetings, trainings and other environmental, health and safety activities required by SIU School of Medicine.

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Date

Research Project Specialist  
Department of Population Science and Policy

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Date

Amanda Fogleman, MEng  
Senior Research Project Coordinator  
Department of Population Science and Policy

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Date

Allison Spenner, MS  
Senior Research Project Coordinator  
Department of Population Science and Policy

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Date

Sameer Vohra, MD, JD, MA, FAAP  
Chair, Department of Population Science and Policy  
Associate Professor of Pediatrics, Medical Humanities, and Law

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Medical Education Program Specialist**

Position No. (If applicable): \_\_\_\_\_ Department: **Population Science and Policy-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.				<input type="radio"/>
Carrying	10 - 20 lbs.				<input type="radio"/>
Lifting	10 - 20 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Allison Spinner			
Supervisor Signature	Date	Supervisor Name	Employee Signature
HR-0195S 01/10	Clear	Print	Physical Demands Definitions