



## **Research Technician Assistant JOB OPENING**

Part-time (12 hours/week with potential for growth)

**Great opportunity for young adults with lived experience of a mental health condition!**

### *What is the Transitions RTC?*

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The Transitions Research and Training Center (RTC) conducts research, training, and knowledge-sharing activities that aim to support young people (ages 14-30) with serious mental health conditions achieve school and work goals. All work is guided by input from young adults who have lived with a mental health condition.

### *What is the job?*

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The RTC is seeking to hire a **Research Technician Assistant on a part-time basis** to perform a full range of administrative, research, and knowledge-sharing tasks including:

- Assist in the collection, recording, analyzing, evaluating, and update of important data
- Assist in complex research tasks, including but not limited to: summary of research findings, research publications and presentation preparation
- Perform literature/web searches
- Maintain participant and study confidentiality
- Assist in assessing eligibility of research subjects
- Schedule research interviews
- Obtain informed consent
- Data entry and transcribe research interviews
- Comply with established policies, health and safety regulations and requirements, procedures, and department objectives
- Type basic email correspondence
- Perform other duties as required.

**Details: We are looking to fill one 12 hour/week non-benefited position. There is the potential for growth. Hourly salary is approximately \$11-\$12/hour**

### *What are the qualifications?*

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#### **Applicants must:**

- Have a High School Diploma or equivalent
- Have two years of work experience (some credit given for college experience)
- Have experience in using computer software (Word, Excel, Access, Outlook, PowerPoint, etc.)
- Have good communication skills and be willing to work as a team
- Be able to accomplish tasks independently and with attention to detail
- Have an interest in improving the educational and employment opportunities for young adults

#### **Preferred Skills:**

- Personal experience with (or exposure to individuals) managing mental health challenges
- Knowledge of mental health services
- Experience with attending conferences, youth councils, trainings, or other events that provided exposure regarding youth voice and advocacy
- Ability to work well in a team centered environment

### *How do I apply?*

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To apply, send a résumé and a brief cover letter describing your qualifications, experiences and why this position appeals to you to [transitionsrtc@umassmed.edu](mailto:transitionsrtc@umassmed.edu)

Deadline for applicants is May 5, 2014

*The RTC is a center within The UMass Medical School and is located in Worcester, Massachusetts.*

For more info about us visit: <http://labs.umassmed.edu/TransitionsRTC>  
and [www.voices4hope.net](http://www.voices4hope.net)