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Job ID 514186

Job Summary

Provide support to the Antecedent and Consequences of Electronic Nicotine Delivery Systems Use (ACE) Project, a 5 year project examining the use of electronic nicotine delivery systems, such as e-cigarettes, among high school students and the impact of these projects on brain development. Will have a leadership role in managing, supervising and training several research assistants. Will attend trainings, manage schedules, serve as a key liaison between high school officials and other FIU site leadership and laboratories (Neuroinformatics and Brain Connectivity [NBC] Laboratory) and manage participant recruitment through local area high schools. Will manage communication with teacher and other school staff in the Miami-Dade County Public Schools (MDCPS) to help facilitate recruitment. Will also conduct study assessments with participants and their parents, engage in quality control of participant data, assist with Internal Review Board documentation and screen and schedule research participants.

- Coordinate all aspects of the research project pertaining to recruitment, scheduling, compliance with project timeline and progress, compliance with NIH and FIU regulations, and outreach activities.
- Supervise project staff, monitor project staff performance, and coordinate between-laboratory (ReACH-NBC) activities.
- Manage the disbursement of research participant payments.
- Serve as a liaison between the research project and Miami-Dade County Public Schools.
- Provide oversight of data collection activities
- Ensure that staff are aware of grant protocols and in accordance with grant timeline.
- Assist the Principal Investigators in short and long-range resource planning for the project.

Minimum Qualifications

Bachelor's degree and two (2) years of office or related experience.

Desired Qualifications

- Master's degree in Psychology, Social Work, Public Health, or related field.
- Bilingual (English/Spanish).
- Fully proficient with PC computers and MS Office Suite.
- Prior experience working with schools, adolescents, and their parents.
- Strong leadership skills and ability to manage a team effectively.
- Project management experience.
- Previous experience working with parents, adolescents, and schools.
- Proficiency with database management.

Job Category

Administrative

Advertised Salary

\$40,000-\$45,000 commensurate with education and experience

Work Schedule

Begin time: 10:30 AM

End time: 7:00 PM

Pre-Employment Requirements

- Criminal Background Check
- Driver's License Check
- Fingerprinting Check

Other Information

- Ability to work flexible hours as needed.
- This is a time limited appointment which may be terminated at any time with 30 days' notice.