

Colorado School of Public Health  
Department of Epidemiology

## Student Assistant III

### Student Employment

#### Position Description

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

#### Nature of Work

The Study to Explore Early Development (SEED) Follow-Up Studies have an opening for a part-time (up to 20 hours/week) Student Assistant III to assist in participant retention, community outreach, participant tracing and recruitment, assistance with research visits, and data entry. The SEED Follow-up Studies will obtain information through early adulthood on the health and functioning, service use and needs, and the impact of autism spectrum disorders on previously enrolled children and their families.

Some work can be conducted remotely but some in-person/on-site work will be required. Specific days/hours worked are negotiable.

#### Responsibilities and Duties

- Trace contact information, prepare, mail and track invitation packets and other mailings
- Respond to inquiries by potential and enrolled research participants, which may be in English or Spanish
- Communicate with participating organizations and other SEED sites
- Implement participant retention strategies
- Regularly update a SEED Follow-Up Studies website
- Translate local dissemination materials (e.g., webpage, low-literacy study briefs) into Spanish
- Schedule participant follow-up visits for Spanish-speaking families according to study protocols, as well as through coordination with other study staff
- Enter data into web-based data entry system
- Support research of study investigators by coordinating and scheduling writing groups
- Follow Institutional Review Board protocols to ensure confidentiality and security of study-related data
- Perform other duties as required to meet project objectives
- Perform most tasks without direct supervision except for infrequent occasions involving the most complex situations

#### Competencies

The person in this position will demonstrate excellent written and verbal communication skills, have excellent interpersonal skills, be highly detail-oriented and organized in handling multiple tasks simultaneously, be self-motivated and eager to learn, and demonstrate a positive attitude and the ability to establish and maintain effective and productive working relationships with colleagues.

#### Qualifications:

##### Required

- Enrolled in an undergraduate degree program and have completed at least 4 semesters of coursework

- Fluent in written and spoken Spanish and English
- Experience working independently with indirect supervision
- Facility with Microsoft Office, Outlook, and web-based applications

Applicants must meet minimum qualifications at the time of hire.

Preferred

- Anticipated graduation date of May 2024 or later
- Enrolled in degree program in public health
- Education or work experience in public health, medicine, nursing or allied health
- Experience working with a team of professionals
- Experience with REDCap
- Research or other relevant work experience

**Supervision Received:**

Individual will be supervised by Kristina Hightshoe, Research Instructor.

**Duration of Project:**

Grant support for this position is available through June 30, 2026.

**Compensation:**

The requested hourly rate for this position will be \$15.00-\$18.00

**Desired Start Date** – February 13, 2023 or earlier.

**Hire Approval** – Carolyn DiGuseppi, PI

**Supervisor** – Kristina Hightshoe, Research Instructor

**My.Leave Designate** – Kristina Hightshoe, Research Instructor

**Funding Source(s)** – CDC SEED 1U01DD001290-01-00

Speedtype 63024048 (90%)

Speedtype 63024049 (10%)

**HIPAA/FERPA/HAZ MAT Training** –

CITI Human Research - Group 2 Social and Behavioral Research

CITI Health Information Privacy and Security (HIPS) for Students and Instructors

**Badge Access** – Education 2 South, 5<sup>th</sup> Floor