



AHEC RESEARCH ASSISTANT (Student Hourly)

DEADLINE: Applications are being accepted for this position until it is filled. Priority consideration will be given to applications received by 5 p.m. on Monday December 11, 2017.

DEPARTMENT/LOCATION: Wisconsin AHEC system; statewide program office is located on the 4th floor of the Health Sciences Learning Center, 750 Highland Ave. Conveniently located on the UW-Madison campus and accessible via city bus routes.

COMPENSATION: \$11/hour

DATES OF EMPLOYMENT: Starting as soon as possible but no later than Tuesday, January 2nd 2018. The project is expected to be completed during winter break. This position will end when the project is completed. However, additional work may be offered depending on employee performance and the resources of the organization.

FLEXIBLE SCHEDULING: Dates and hours are flexible based on your availability

- Part-time based on availability **if starting before the end of fall semester.**
- 20-40 hours per week during winter break.
- Office space will be provided but some work can be completed remotely.

NUMBER OF POSITIONS AVAILABLE: 1

THE EMPLOYER

The Wisconsin Area Health Education Center (WI AHEC) is a statewide program based in the University of Wisconsin School of Medicine and Public Health. WI AHEC programs are aimed at increasing access to healthcare, reducing health disparities, and strengthening Wisconsin's healthcare workforce.

THE PROJECT

WI AHEC works with the UW Department of Family Medicine and Community Health to support field experiences in which students learn more about community health by completing an eight-week long community engagement project. After completing the project, students write a short (1-2 page) reflection paper describing what they did during their project and what they learned. WI AHEC is conducting an evaluation of the program, utilizing a research method known as content analysis. This will involve reading and analyzing each reflection paper and recording references to specific concepts and learning objectives. The end goal of this evaluation project is to publish an article in an academic journal. This work will be supervised by AHEC Project Assistant (graduate assistant) Nehemiah Chinavare.

RESPONSIBILITIES:

- Read and score short reflection papers written by medical students, using a Qualtrics online survey to code aspects of each paper.
- Complete administrative tasks in support of the evaluation.
- Provide written and oral status reports and work summaries upon request.

QUALIFICATIONS:

- Strong analytical skills
- Strong critical thinking skills
- Strong problem solving skills
- Strong reading skills
- Strong communication skills, especially writing and proofreading
- Experience with Microsoft Office, especially Microsoft Word and Microsoft Excel
- Demonstrated ability to work independently within deadlines
- PREFERRED: Experience with data entry
- PREFERRED: Interest in research methods, particularly content analysis
- PREFERRED: Interest in public health
- PREFERRED: Working knowledge of social determinants of health and current approaches in public health

HIRING INFORMATION:

- Apply online through link on <http://www.ahec.wisc.edu> (see “contact us” section, <http://www.ahec.wisc.edu/contact-us>)
- After completing the online application, submit your **resume** by email attachment to: nchinavare@wisc.edu
- For questions, contact Nehemiah Chinavare, AHEC Graduate Assistant for Program Management and Evaluation: nchinavare@wisc.edu
- Deadline for consideration: **submission by 5 p.m. Monday, December 11, 2017.**
- Applications will be reviewed and those who appear to be most qualified will be invited for an interview.

Wisconsin AHEC values diversity and is an equal opportunity employer.