

Position Description							
Position Title	Influenza Project Specialist (PS)						
Status/Classification	Full-Time/part time						
Base Salary Range	\$10.00 to \$15.00/hour						
<p>Description Summary:</p> <p>The Project Specialist (PS) works closely with schools and in communities as a “public health ambassador” to create an environment where research can be conducted. They work as part of the research team. The PS educates people in the community on what the research is, why it is being conducted, and what will be done. In taking the research into the community, they would create understanding of research goals, and appreciation for the benefit that that research will have in the community. The PS may conduct part of the research: data gathering, surveying, and conducting simple interventions. This is done in the community setting, and may include home visits.</p>							
<p>Job Duties:</p> <ol style="list-style-type: none"> 1. Serve as an on-site liaison in the community. 2. Enroll individuals/families into a cohort. 3. Make phone calls for interview, survey, or screening purposes 4. Schedule and conduct home visits to do simple testing, collect information or do simple interventions. 5. Do simple intervention presentations in school and community settings. 6. Observe behaviors 7. Comply with established health, safety and confidentiality protocols. 8. Maintain proper use, transport, storage and/or disposal of all project-related specimens and supplies. 9. Administer participant questionnaires and other data collections instruments. 10. Participate in research meetings, staff trainings and skills development activities. 11. Maintain all project files according to protocol. 12. Enter data, and maintain synchronization with database and submit daily and or weekly summary reports as required. 13. Provide ongoing assistance with planning and evaluation support for research project. 14. Conduct other duties as assigned. 							
<p>Job Factors</p> <table border="1"> <thead> <tr> <th>A. Performance Standards:</th> <th>B. Minimum Qualifications:</th> <th>C. Job Requirements:</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> 1. Be able to work independently in the community, by oneself, without constant supervision. 2. Be capable of communicating knowledge of research project on a one-on-one or group basis, answering questions. 3. Have a basic knowledge of working with a PC, and basic software. 4. Be able to blend into a community or school setting and work with different people in that setting. </td> <td> <ol style="list-style-type: none"> 1. Associate degree in the health field or BA degree with 2-3 years comparable community outreach work or customer service experience. 2. Computer skills required - working knowledge of Word, Excel, and internet and email usage. Experience with computer data-based systems a plus. 3. Ability to relate and work well with children 4. Public speaking experience 5. Ability to work effectively with racial and ethnic diverse populations. 6. Knowledgeable about Influenza a plus but not required 7. Good interpersonal skills; friendly and outgoing personality 8. Ability to work with a team and independently </td> <td> <ol style="list-style-type: none"> 1. Must be PA Act 33 and 34 Clearances(child abuse and criminal check) eligible <p>Must have reliable transportation and valid drivers license</p> <p>Willingness/ability to travel locally</p> <p>Some evening & weekend hours availability</p> </td> </tr> </tbody> </table>		A. Performance Standards:	B. Minimum Qualifications:	C. Job Requirements:	<ol style="list-style-type: none"> 1. Be able to work independently in the community, by oneself, without constant supervision. 2. Be capable of communicating knowledge of research project on a one-on-one or group basis, answering questions. 3. Have a basic knowledge of working with a PC, and basic software. 4. Be able to blend into a community or school setting and work with different people in that setting. 	<ol style="list-style-type: none"> 1. Associate degree in the health field or BA degree with 2-3 years comparable community outreach work or customer service experience. 2. Computer skills required - working knowledge of Word, Excel, and internet and email usage. Experience with computer data-based systems a plus. 3. Ability to relate and work well with children 4. Public speaking experience 5. Ability to work effectively with racial and ethnic diverse populations. 6. Knowledgeable about Influenza a plus but not required 7. Good interpersonal skills; friendly and outgoing personality 8. Ability to work with a team and independently 	<ol style="list-style-type: none"> 1. Must be PA Act 33 and 34 Clearances(child abuse and criminal check) eligible <p>Must have reliable transportation and valid drivers license</p> <p>Willingness/ability to travel locally</p> <p>Some evening & weekend hours availability</p>
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Table 1. PIPP Influenza prevention specialist (IPS) job description...Example of research assistant hired from community

Position Description	
Position Title	Research Assistant
Status/Classification	Full-Time Temporary
Base Salary Range	\$15.00/hour
Description Summary:	
<p>The Research Assistant will be part of the SMART Study, a project which looks at influenza among K-12 school students. The Research Assistant will work in a school, conducting research tasks shown below. This person will be required to fit into the staff at the school, and be able to relate to parents, teachers and students.</p>	
Job Duties:	
<ol style="list-style-type: none"> 1. Conduct Influenza Surveillance: Call parents of absent students to determine the reason for absence 2. Take nasal swabs to collect samples for influenza testing (training provided) 3. Do simple one-on-one surveys with students to determine contacts 4. Answer basic questions about the SMART study and influenza 5. Comply with established health, safety and confidentiality protocols. 6. Maintain proper use, transport, storage and/or disposal of all project-related specimens and supplies. 7. Enter data 8. Conduct other duties as assigned. 	
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A. Performance Standards:	B. Minimum Qualifications:
<ol style="list-style-type: none"> 1. Be able to work independently in the community, by oneself, without constant supervision. 2. Be capable of communicating knowledge of research project on a one-on-one or group basis, answering questions. 3. Have a basic knowledge of working with a computer, and basic software. 4. Be able to blend into a community or school setting and work with different people in that setting. 	<ol style="list-style-type: none"> 1. HS graduate; some college preferred; prior work in a school a plus. 2. Computer skills required 3. Excellent communications skills: must be able to communicate with everyone from Kindergarten student to school principal. 4. Ability to relate and work well with children
	C. Job Requirements:
	<ol style="list-style-type: none"> 1. Must be able to pass background check: state criminal/FBI/child abuse 2. Must have reliable transportation and valid drivers license 3. Willingness/ability to travel locally 4. Must be organized

Table 2. SMART Research Assistant job description.

Job Classification				
Research I	Research II	Research III	Research IV	Research V
Pay Grade				
2	4	5	7	8
\$15,912 - \$24,180 - \$32,448	\$19,656 - \$31,044 - \$42,432	\$22,464 - \$35,568 - \$48,672	\$29,016 - \$46,644 - \$64,272	\$32,916 - \$53,508 - \$74,100
Education / Experience Requirements				
High School Diploma or equivalent	Associate Degree in a relevant degree program or relevant equivalent experience	Bachelor's Degree in relevant field	Master's Degree in a relevant field of research or substitution of additional relevant experience	Doctorate Degree in a relevant field of research
Three months experience or equivalent combination of relevant education and experience		Two years of experience or equivalent combination of relevant education and experience	Three years of experience	Five years of experience or equivalent combination of relevant education and experience
Common Activities				
Operates and sets up basic laboratory and research equipment. Prepares culture media, chemicals, compounds and other expendables	Performs scientific reductions and analyses involving routine procedures	Performs complex scientific data reductions requiring use of independent judgment	Performs complex laboratory work and technical analysis	Develops conceptual project design, determines experimental process and data analysis methodology
Performs a variety of standard tests in the chemical analysis, hematological examinations and bacteriological examinations of specimens	Operates laboratory and experimental testing equipment	Supervises library and computer searches for research data	Independently develops methods and procedures	Confers with researchers, faculty and representatives of granting agencies concerning research needs and methods
Applies a variety of simple numerical operations to data collected	Assists in surgical procedures on small animals	Performs laboratory procedures and tests; analyzes and interprets the results	Designs sophisticated research equipment	Writes or assists in the writing of final reports for publication
Collects, codes or enters a variety of data	Conducts laboratory work requiring standard tests, routines, and analyses	Programs complex scientific and mathematical problems for solutions on a computer	Assists senior researchers in the design and plan of protocols and experiments of research projects	Designs highly sophisticated scientific equipment, programs and instrumentation
Cleans and maintains animal rooms and equipment		Develops curriculum materials for an educational research project	Coordinates all research activities, including data collection, data input, evaluation and analysis for a segment of a research project	
May assist in surgical procedures on small animals			Operates complex scientific equipment and performs complex autopsies and surgical procedures on research animals	
Organizational Impact				
The results of actions have only a minor impact on a department's operations. Individual's actions are limited to a single work area and may effect the	The results of actions have only a minor impact on a department's operations. Individual's actions are limited to a single work area and may have a	The results of actions have a measurable impact on a department's operations. Individual's actions are limited to a single work area and may have a	The results of actions may have a significant impact on the research and the operations of the work group.	The individual is accountable for the overall operations of the work group, and results of actions have a significant impact on the group's research.

outcome of the research.	measurable effect on the outcome of the research.	significant effect on the outcome of the research.
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Problem Solving

The job consists of repetitive manual or basic research tests that are covered by specific procedures or close supervision.	Performs routine research tasks under close supervision or from detailed and controlled procedures.	Required to have an understanding of practices and procedures. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.	The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing practices and systems to address unique situations.	The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include formulating new practices and systems to address unique situations.
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Supervision

No Supervision	No Supervision	May have responsibility for interviewing, orientation, scheduling, work assignment and review for temporaries, students, and volunteers.	Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for non-exempt employees	Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.
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Contact Level

Limited interaction within own work area and the University.	Limited interaction within own work area and the University.	Limited interaction within own work area and the University.	Interacts with various levels within or outside the University. This interaction may include interpreting and explaining ideas and concepts as well as solving problems and coordinating projects.	Interacts with various levels within or outside the University, including outside grant agencies and faculty members. This interaction may include interpreting and explaining ideas and concepts as well as solving problems and coordinating projects.
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Financial Budget

Does not participate in budget preparation. Has no authority to sign for materials or supplies.	Does not participate in budget preparation. Has no authority to sign for materials or supplies.	Does not participate in budget preparation. May be authorized to order and sign for materials or supplies.	Prepares and monitors budget, analyzes requisitions for conformance to budget, and compliance with specific requirements (such as for grants, gifts, gov't regulations) and recommends for approval.	Directs preparation of budget with near total responsibility for planning, forecasting and approval. Authorizes and approves purchases requisitions and reimbursements.
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Table 3: Example of standard University staff research classifications:

Research 1 is a Research Assistant, although people can be hired at Research 2 or even 3 level.

Note that Research 2 and 3 descriptions are a mismatch for community based research.