

Job Title:	Assistant Research Director	Reports To:	Director of Research
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	5/8/2019
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Assistant Research Director			

Job Description:
<p>Position Overview: The Assistant Research Director position at AllianceChicago involves hands-on experience working with a network of safety net community health centers for collaborative, community engaged Research and Quality Improvement activities. The primary responsibility of the Assistant Research Director is to direct and strengthen the infrastructure of the Health Research and Education (HRE) team. This includes leading stakeholder engagement, assessing and enhancing HRE processes, supervising HRE staff and supporting ongoing projects, as needed. It also includes identifying funding for new studies, assisting in the dissemination of findings and managing implementation of select research projects that prioritize research capacity at AllianceChicago.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Strengthen the Health Research and Education (HRE) team infrastructure • Lead AllianceChicago's Health Research and Education (HRE) outreach, communication, and recruitment efforts with Health Centers and other stakeholders, including academic partners • Assess and modify HRE policies and processes, including engagement with stakeholders for research collaboration and internal processes for ongoing HRE operations and collaborative work with other teams • Support Health Research and Education (HRE) operations, including high level oversight of projects, monitoring timelines, deliverables, and agreements • Oversee HRE budget to monitor alignment of budget with team resources and ensure necessary resources are available • Identify and secure needed funding and resources to strengthen operations and capacity • Lead the implementation of projects that prioritize infrastructure, stakeholder engagement, capacity, and dissemination within the AllianceChicago network, and other projects as needed • Develop and maintains the Research Advisory Board • Manage HRE data and processes within the organizational customer relationship management software • Lead the planning of outreach and events related to research activities, such as research symposium/conference sessions • Manage the Alliance Research Committee(s) activities through agenda development and action item assignments • Supervise and mentor HRE staff, as assigned • Contribute to the preparation and submission of grant proposals • Prepare reports, data analyses, and other deliverables • Participate in the dissemination of research findings to AllianceChicago Network and broader audiences through the development of presentations and manuscript • Oversee metrics to monitor, report, and adjust research performance • Adhere to AllianceChicago documentation standards • Represent AllianceChicago as relevant/requested. • Express the mission, vision, and values of AllianceChicago and participate in other committees and duties as assigned

Other Requirements:

- Prior work experience in community healthcare organizations, healthcare information technology (HIT) industry, and/or hospital/healthcare organizations
- Prior staff management experience
- Statistics
- Ability to multi-task and work on simultaneous projects
- Ability to prioritize workload as appropriate to ensure on-time project completion
- Proficiency in Microsoft Office Professional products, including Visio and PowerPoint

Education/Training/Expertise:

- Master's degree in the social, behavioral, or health sciences, and/or related field

Experience/Years:

- Minimum of 5 years of experience in research-related fields
- 3 or more years' staff management/mentorship experience

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.