

PART-TIME BILINGUAL RESEARCH ASSISTANT **(12-18 hours/week)**

Loyola University Chicago's [Parkinson School of Health Sciences and Public Health](#) brings together our call as a Jesuit institution to go to the frontiers of education, research, and practice, and help people who live at the margins. The School, alongside the Stritch School of Medicine and Marcella Niehoff School of Nursing, resides on the Health Sciences Campus in Maywood, IL.

Based, in part on our dedication to the Jesuit values, the [COVID Equity Response Collaborative at Loyola \(CERCL\)](#) was established to combat the disproportionate impact of the COVID-19 pandemic in suburban Cook County's African American and Hispanic/Latinx residents. Our multi-disciplinary, collaborative network of academic, community, public and institutional partners are working to ensure Black and Brown communities have access to COVID-19 testing, are involved in contact tracing from the ground up, and are quickly connected to resources to isolate and support when needed.

Currently, we are seeking a **research assistant** for our community-wide COVID-19 testing project in the communities of Maywood, Bellwood, Melrose Park, Cicero, Berwyn.

Essential Functions and Duties

- Assists in recruitment, consenting, and data collection activities.
- Enters data electronically and checks data for completeness and accuracy.
- Adheres to the project protocols to ensure quality data and outcomes.
- Maintains confidentiality of project participants.
- Conducts data reports.
- Organizing and developing outreach materials, such as website updates, infographics, etc.
- Traveling to the various testing sites.
- Performs other duties as required.

Skills and Qualifications

- A Bachelor's degree is strongly preferred.
- Fluent in spanish and english.
- Strong problem-solving skills
- Reliable and consistent.
- Strong organizational and project management skills
- Adaptable to changing contexts and environments.
- Team-oriented, collaborative.
- Computer proficiency, and ability to work with software and other equipment.
- Experience with consenting and data collection and entry is a plus.
- Applicants with a strong connection to our project area communities are strongly encouraged to apply.

To apply: Submit a resume/CV and a brief note summarizing your interest in and qualifications for the position to CERCL_admin@luc.edu with subject heading "Bilingual Research Assistant Position".