

Student Assistant

Santa Clara County Behavioral Health Services LGBTQ Clinical Academy

A project of the Center for LGBTQ Evidence-Based Applied Research (CLEAR) at Palo Alto University

<https://www.clear-research.paloalto.edu/>

The LGBTQ+ Clinical Academy is a funded partnership between Santa Clara County Behavioral Health Services and the Center for LGBTQ Evidence-Based Applied Research (CLEAR) to develop, implement, and evaluate a 40-hour, intensive LGBTQ+ cultural competency training for master's level behavioral health clinicians. CLEAR faculty involved in the Clinical Academy include Dr. Kimberly Balsam as PI, Dr. Liz McConnell as Co-PI, and Drs. Jayme Peta, Predair Robinson, and Em Matsuno as Co-Is. All clinician participants must provide services in SC County or county-funded agencies and clinics. CLEAR faculty developed the curriculum and evaluation plan in 2020 and implemented the first Academy training between October 2020 and January 2021. Evaluation data are currently being analyzed for presentation, publication, and revision of the Academy. The second Academy training will be offered in September 2021 to a new cohort of master's level clinicians.

The Student Assistant will serve as a Project Coordinator for the Clinical Academy and all of its activities. This includes coordination of team meetings, participant recruitment, coordination of participant didactics and consultation groups, and the day-to-day operations of the academy, as well as research assistant duties for the data analysis and report-writing of the evaluation of the academy.

The ideal candidate for the Student Assistant position will have excellent organizational skills, strong attention to detail, excellent written and oral communication skills, and familiarity with basic research skills including database management and data analysis. Priority will be given to participants who have an interest in and familiarity with LGBTQ+ communities and culture as well as a strong awareness of intersectional perspectives and sensitivity to the diversity within LGBTQ+ populations.

This position is part-time (5-8 hours per week). The position will start on May 10, 2021 and will continue until June 30, 2022. **Deadline for applications is April 10, 2021.**

Specific tasks and responsibilities include, but are not limited to:

- Administrative duties related to the Academy, including serving as a central contact for Academy-related communications within and outside of PAU
- Assist with developing promotional and marketing materials
- Coordinate participant recruitment
- Assist with scheduling, planning, and coordination of Academy trainings and consultation groups
- Support research team meetings, including creating agendas, scheduling, tracking documents, and minute-taking

- Conduct literature reviews and identify resources for development of training materials and for the development and analysis of evaluation
- Review and track essential documents such as informed consent forms, survey completion, and IRB approvals
- Create and manage online surveys on Qualtrics
- Provide basic information technology support related to online training delivery via Zoom
- Manage database in SPSS including data cleaning and data analysis
- Assist in writing reports to the county, manuscripts for publication, and presentations for local and national conferences

Qualifications:

- B.A./B.S. or higher, preferably in psychology or behavioral science
- Proficient in computer and software skills (e.g., Google Suite, Excel, Word, PowerPoint, Qualtrics, Zoom)
- Completed coursework in research methods and statistics
- Ability to be a team player and contribute to team brainstorming and planning processes
- Excellent communication, interpersonal, and organizational skills: ability to multitask, prioritize, track projects, and follow-through on-time with assigned tasks
- Familiarity with diverse LGBTQ+ communities and cultures

Preferred:

- Experience working with LGBTQ+ populations
- Experience with project management
- Experience conducting research with diverse populations

TO APPLY: Interested applications should email the following to Dr. Kimberly Balsam, CLEAR Director, at kbalsam@paloinfo.org

- CV
- Cover letter detailing interests and experience relevant to this position
- Contact information for three references (previous employer(s), supervisor(s), and/or academic references)