

**Senior Research Coordinator
Cancer Information Service of New England**

Job Description and General Purpose:

Reporting to the Cancer Information Service (CIS) Program Director at the Yale Cancer Center the CIS Senior Research Coordinator will be responsible for planning, developing and implementing the National Cancer Institute's Cancer Information Service's Research Agenda. The agenda will be applicable in the Northern Cluster which includes: the six New England States (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont), New York, New Jersey, Pennsylvania, Delaware, Michigan, Indiana and Ohio.

Essential Duties of Position

- Execute Strategic Plan for research in the Northern Cluster that includes 13 states.
- Collaborate on and support currently funded CIS communications research studies.
- Support current research projects in the field by regular monitoring of research being conducted in other offices in the Northeast Cluster. Set regular meetings with offices to conduct trainings and discuss new and/or ongoing research.
- Work with investigators on research concepts and proposals. Concepts for collaborative research projects must involve the appropriate Senior Research Coordinator and Project Officer for Research. Senior Research Coordinators may be co-investigators on collaborative CIS research studies.
- Work with investigators, Program Directors, Partnership staff, and Information Service staff to implement research studies and disseminate findings. Plan and implement a regional "Science Day" to showcase Northeast Cluster research projects in the field, implement a model for regional research projects and gather new information for ongoing research projects.
- Promote the CIS Research Program and agenda by presentations and publications in appropriate venues and journals.
- Document efforts and update Project Office on progress of studies to ensure compatibility with CIS Research Agenda.
- Advise cluster research within Partnership Program to initiate community involvement/collaboration in education efforts and participation in clinical trials.

Overall Objectives of Position

- Work closely with the National Cancer Institute to implement the CIS National Research Agenda in coordination with their direction and timeline.
- Represent and promote the CIS to the communications research community, fostering high quality research collaborations between CIS and external researchers.

- Establish new communications research partnerships and assist in maintaining existing ones to ensure that new and innovative collaborative research partners can be recruited in the community through the Partnership Program.
- Provide professional research support to the Project Office and Northern Cluster in proposal and protocol review, data analysis and publication.
- Function as a team with three other Senior CIS research Coordinators to provide research expertise and coordination across the Network.
- Adhere to Government policies, procedures and guidelines related to research.

Position Requirements

1. Ph.D preferred.
2. Thorough understanding of research design, quantitative and qualitative research methods and cancer prevention and control.
3. Demonstrated training in public health, health education or health communication.
4. Experience of at least 3-5 years as a contributing member of a research team and in design and implementation of qualitative and quantitative research studies.
5. Experience in critical assessment of research proposals and reports.
6. Excellent written/oral communications and presentation skills.
7. Experience in development of professional publications.

Contact:

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