



# Youth to Text and Telehealth for Engagement in Care

## Project Analyst Example Job Description

**Job Summary:** The Project Analyst will work under the direct supervision of the Project Director (PD) and the general supervision of the faculty Principal Investigator on two current studies:

1. Development of a training for home-based administration of Long-Acting Injectable Antiretroviral Therapies and subsequent implementation study. While LAI-ART eliminate the need for daily pill-taking and have the potential to help close critical gaps in HIV care, patients express concerns that the need to travel to a clinic for injection visits multiple times throughout the year can be financially and logistically prohibitive and can widen existing healthcare disparities. Similarly, clinicians worry that additional visits outside of routine care may lead to missed appointments, decreased engagement in care, and put further strain on limited clinic resources. Administration of LAI-ART by a trained layperson injector can help mitigate some of these patient- and clinician-identified barriers.
2. Effectiveness study of an intervention that combines video-counseling, texting, and an app for young people living with HIV (YLWH). YLWH have the lowest level of virologic suppression compared to older age groups and experience significant health disparities with regard to HIV treatment initiation and clinical outcomes. This study aims to evaluate the "youth-friendly" technology-based intervention in order to improve care engagement and medication adherence.

The Project Analyst will work with the research study team to ensure research projects are on track and meeting study goals. The position will assist the Project Director with maintaining project timelines and ensuring the timely completion of deliverables. They will provide regular updates on project deliverables to the Project Director and Faculty PIs. They will work with the PD to seek solutions that ensure projects stay on track in collaboration with federal, research, and community partners. They will be familiar with project management techniques and software/platforms.

The Project Analyst will participate in assessment, data acquisition and other project-related activities to assure scientific and administrative integrity of the projects. The position will be responsible for: assisting with IRB applications, reporting, and submissions; the development and coordination of recruitment plans, including outreaching to community-based orgs and clinics; advertising on social media; and participant recruitment, enrollment, and data collection. The position will coordinate activities for the research team, such as tracking participants lost to follow up, contributing to project progress reports, overseeing study timetables in collaboration with leadership, and serving as a liaison to the community-based study sites, the recruitment venues, and study Advisory Boards. For certain projects, the position will provide guidance to and coordination for staff engaged with data collection. For others, the position will work closely with the faculty investigators and data science team and will participate in acquiring data.

## **Required Qualifications**

- Bachelor's degree in related area and 3+ years of related work experience; and equivalent experience/training.
- Experience (at least 1 year) working with ethnically, culturally, and sexually diverse populations.
- Experience with human subjects protection.
- Thorough skills coordinating data collection efforts, including participant recruitment.
- Knowledge of common organization- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Analytical / problem-solving skills.
- Strong Proficiency in Microsoft Outlook, Excel, Word, PowerPoint.
- Ability to use discretion and maintain all confidentiality.
- Ability to juggle multiple projects, be flexible to change, demonstrate pro-activeness and positive attitude.

## **Preferred Qualifications**

- Master's in Public Health or Health Sciences, or social science related field, and/or equivalent experience/training.
- Experience working with people living with HIV and with youth and young adults (18-29).
- Research skills at a level to evaluate alternate solutions and develop recommendations.