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## Job Description

### Social Science Research Professional 1 - 67574

#### Description

Please note that the following position is a one-year fixed term from the date of hire.

The Asian Liver Center at Stanford University is the first non-profit organization in the United States that addresses the disproportionately high rates of chronic hepatitis B infection and liver cancer in Asians and Asian Americans. Founded in 1996, the center addresses the gaps in the fight against hepatitis B through a four-pronged approach of collaboration, advocacy, research, and education & outreach (CARE). The ultimate goal of the Center is to eliminate the transmission and stigma of hepatitis B, and reduce deaths from liver cancer and liver disease caused by chronic hepatitis B.

We currently have a vacancy for a Social Science Research Professional 1 to support the Asian Liver Center's mission.

#### Duties include:

- Plan and perform research tasks of limited complexity requiring initiative and judgment in applying basic knowledge and understanding of scientific theory when precedents do not provide specific guidance; general instruction is provided by the supervisor.
- Extract data and structured information from published literature and other sources.
- Administer questionnaires and rating scales requiring judgment in applying non-routine scoring procedures.
- Conduct literature searches, and write literature summaries, requiring preliminary judgments after conceptual approach is outlined by the supervisor. Build and organize data as requested by principal investigator or faculty; use common statistical programs, requiring the application of job control language in generating and organizing data.
- Adapt new, nonstandard methods outlined by supervisor (principal investigator or faculty).
- Assist in designing and evaluating phases of research projects, seeking guidance where necessary, and auditing the accuracy and validity of data entered in databases.
- Present research finding to internal audiences, including peers, co-workers, and managers.
- Help orient and train new staff or students as needed.
- Assist with development and design of outreach materials and tools for recruitment, educational, or awareness programs with guidance from supervisor.
- Develop, plan, implement and evaluate program strategies to raising awareness of Hepatitis B and liver cancer in Vietnamese community
- Establish and maintain relationships with Vietnamese community and partners, liaise with partners in the promotion of the center and outreach projects
- Coordinate health outreach to Asian and Pacific Islander community
- Coordinate high school and college youth to conduct health education and outreach, including organizing national conferences, as well as ensuring distribution of outreach materials.
- Coordinate internship program, including marketing, recruitment, training, and intern enrichment.
- Write and submit grant proposals for federal, private, and corporate sponsorship

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· Other duties as required by the Asian Liver Center or the Division of General Surgery, including website content maintenance, brochure distribution, and volunteer database

\* - Other duties may also be assigned

#### Qualifications

#### EDUCATION & EXPERIENCE (REQUIRED):

Bachelor of Arts degree in an applicable social science related field, or combination of education and experience in an applicable social science.

#### DESIRED QUALIFICATIONS:

One year relevant work experience.

#### KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- General understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants.

#### CERTIFICATIONS & LICENSES:

None

#### PHYSICAL REQUIREMENTS\*:

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, operate foot and/or hand controls.

\* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

#### WORKING CONDITIONS:

- May be exposed to blood borne pathogens.
- May be required to work non-standard, extended or weekend hours in support of research work.

**Job** Research

**Location** School of Medicine

**Schedule** Full-time

**Classification Level:** E

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