



**RPCA SAMHSA Research Assistant - part time position (10 hours per week)**

Research Program on Children and Adversity, Boston College School of Social Work

The Research Program on Children and Adversity (RPCA) seeks to understand trajectories of risk and resilience in children facing multiple forms of adversity, including poverty, conflict, and infectious disease. Through quantitative and qualitative research methods, the program investigates key mechanisms shaping child development and mental health.

This research assistant (RA) position has split time between two sponsored projects: **(I)** The community based participatory research Refugee Program in New England, funded by the National Institute of Minority Health and Health Disparities (NIMHD) and targets families in the Bhutanese Lhotshampa and Somali Bantu refugee communities for a Family Strengthening Intervention (FSI); **(II)** The Refugee Trauma and Resilience Center (RTRC) at Boston Children's Hospital and Harvard Medical School, funded as a Treatment and Services Adaptation (TSA) center by the National Child Traumatic Stress Network (NCTSN) with a focus on refugee trauma; the RPCA is a collaborator in this effort.

The Research Assistant will support both of these initiatives with RPCA, and will be responsible for both research and administrative support for the Director, Associate Director, Program Manager, and the team at large. The position requires the completion of a broad range of tasks, flexibility, and resourcefulness. A major deliverable of this role is supporting the program manager with the planning and launching of an annual refugee mental health stakeholder meeting with national and local stakeholders, held in the fall at Boston College.

**Responsibilities include:**

- Participate in twice per month SAMHSA RTRC meetings at Boston Children's Hospital, every other Wednesday in person; take and disseminate meeting notes
- Help plan and launch annual refugee mental health stakeholder meeting with national and local stakeholders
- Identify strategies to promote stakeholder engagement and collaboration including developing new online tools and networking strategies; maintain the New England Refugee Network (NERN) email listserv
- Draft annual reporting documents, such as the SAMHSA Quarterly Report
- Develop academic presentations for principal investigators
- Create project related materials, track timelines, attend meetings (sometimes at external agencies) and take/share meeting minutes
- Assist with staff training, program design and implementation, and project improvement initiatives as needed
- Build relationships within the community and across stakeholders
- Assist lab with Social Media - maintaining RPCA website and managing social media posts on Twitter, Facebook, and LinkedIn

**BOSTON COLLEGE**  
**SCHOOL OF SOCIAL WORK**



Qualifications include:

- Current Graduate Student, MSW, MPH, or related field
- Excellent organizational skills and attention to detail
- Event planning experience and interest
- Excellent written and oral communication skills
- Self-starter, ability to take initiative, and work independently, including attending meetings independently within Greater Boston as the project requires
- Familiarity with Excel, STATA, REDCap, and digital data collection software are a plus
- Interest and/or experience working with refugee populations is a plus

Minimum hours per week: 10

Salary: \$15 per hour

Start date: August 1, 2019

**Please contact:**

Tesla Abrego

Administrative Manager

Email: [tesla.abrego@bc.edu](mailto:tesla.abrego@bc.edu)

Jenna Berent, MPH

Refugee Program Manager

E-mail: [jenna.berent@bc.edu](mailto:jenna.berent@bc.edu)