Bilingual Project Assistant Position (Research) - NYC
The Bellevue Project for Early Language, Literacy, and Education Success (BELLE)
NYU Langone Health School of Medicine

We are seeking a Spanish-English bilingual project assistant to work on an NIH-funded behavioral study ('Smart Beginnings') in the Department of Pediatrics at NYU Langone Health School of Medicine, based at NYC H+H/Bellevue. We are examining and delivering parenting interventions to improve child development outcomes in at-risk populations at pediatric clinics across in New York City (in particular, the Video Interaction Project; www.videointeractionproject.org). The candidate will be responsible for multiple project tasks, and will work with a multidisciplinary team of pediatricians, psychologists, and other child development professionals.

Specific tasks may include:
- Administer standardized, pre-existing developmental assessments of toddler, preschool, and school-aged children's cognitive and language development, as well as self-regulation
- Conduct interviews with parents about a range of topics, including screens for depression and questions about their child's development and behaviors
- Maintain records of family participation in the study
- Develop rapport with parents and children who are in the study
- Coordinate with parents and track/schedule upcoming program visits
- Recruit research participants and obtain informed consent
- Translate project-related documents
- Transcribe and/or code videotapes (using micro-analytic coding techniques)
- Maintain databases and perform data entry
- Provide general support related to project or research tasks such as grant preparation, Institutional Review Board, literature reviews, and documentation
- Assist with coordination and training of volunteers
- Collaborate with multidisciplinary team of research and clinical staff

Requirements:
- Fluency in both English and Spanish
- Bachelor's Degree in child development, child life, infancy, special education, family processes, maternal and child health, or related field
- Previous experience working with children and parents in educational, hospital or mental health settings; previous research experience is preferred but not required
- Previous experience w/ databases; proficiency w/ Excel, SPSS, REDCap, or other similar programs

To apply: If interested, please fill out an online Interest Form: https://is.gd/belleprojectapplication
If you have any questions or require additional assistance, please reach out to Yuliya Gurevich via email: yuliya.gurevich@nyumc.org. Please include "BELLE Job Application" in the email subject line.
A verbal 1- to 2-year commitment is required. Full time positions come with comprehensive benefits packages. Note that NYU Langone Health is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply.