Research Assistant – Disability and Health Professions Education

Location: Remote
Hours: Part-time, 5-10 hours per week
Compensation: $18 per hour
Start Date: July 1st, 2025
Application Requirement: Cover Letter Required

Submit to: lmeeks@uic.edu (See specifics below)

About the Position

The Research Assistant will work closely with **Dr. Lisa Meeks** and her research team on **grant-funded projects** examining disability inclusion, technical standards, and systemic barriers in medical and nursing education.

The Research Assistant will be engaged in **data analysis, literature reviews, manuscript preparation, and study coordination**, contributing to research that informs policy and institutional change. This individual will **oversee IRB submissions and manage multiple studies simultaneously, coordinating efforts across multiple investigators and learners**.

Key Responsibilities:

- Conduct literature reviews and synthesize findings.
- Assist with quantitative and qualitative data collection, data entry, and data cleaning.
- Support recruitment, screening, and consenting of research participants.
- Oversee Institutional Review Board (IRB) submissions and ensure compliance with ethical research standards.
- Manage multiple research studies simultaneously, coordinating across multiple investigators and learners.
- Prepare abstracts, reports, presentations, and manuscripts for publication.
- Collaborate with research partners and institutional stakeholders.
- Assist in maintaining research compliance and preparing IRB documents.
- Perform administrative and operational tasks related to research projects.
- Participate in team meetings and dissemination efforts.

Qualifications:

Minimum Requirements:

- **Bachelor's degree** in a relevant field (e.g., Public Health, Education, Social Sciences, Disability Studies, Medicine, or related areas).
- **Research experience**, preferably in **health services, disability inclusion, or health professions education**.
- Experience with **Institutional Review Board (IRB) processes** and ethical research compliance.

- Strong **analytical skills** with proficiency in one or more of the following:
    - **Quantitative analysis software** (e.g., SAS, STATA, R).
    - **Qualitative analysis software** (e.g., NVivo, Dedoose, ATLAS.ti).
    - **Survey and data collection tools** (e.g., Qualtrics, REDCap).
- Proficiency in **Microsoft Office Suite** (Word, Excel, PowerPoint).
- Excellent **technical writing skills** and ability to synthesize complex information.
- Strong **organizational skills** with experience managing **multiple studies** at a time.
- Ability to work **independently and collaboratively**.

Preferred Qualifications:

- **Experience with disability-related research** or working with populations underrepresented in health professions.
- Prior involvement in **manuscript preparation or conference presentations**.
- Experience working with **multi-investigator research teams**.

Why Join Us?

- Work on meaningful research that directly impacts policy and education.
- Flexible hours to accommodate academic or professional commitments.
- Engage with a diverse and interdisciplinary research team dedicated to disability inclusion.
- Commitment to creating an inclusive disability working environment.
- Gain experience in health equity and medical and nursing education research.

Application Timeline:

- **Applications accepted:** Through May 1st

- **Interviews begin:** May 15th
- **Selection by:** June 1st
- **Start date:** July 1st

We strongly encourage applications from individuals with **lived experience of disability**.

How to Apply

Send a **cover letter and resume/CV** to **lmeeks@uic.edu** with the subject line: **Research Assistant Position**.

Application review will begin May 1st.