

## **GRADUATE ASSISTANT HEALTH CARE ADMINISTRATION/ INSTITUTE EDUCATION IN HEALTHCARE**

The HCA program is seeking one full time and one part time graduate assistants to support multiple grants in the health care field. These grants include projects, research, education/training in the following areas:

- Behavioral health training for health care workers in various health care settings including hospitals, nursing homes, health centers and others
- Leadership development for healthcare managers
- Education for health care and social service professionals in the area of dementia care
- Building communities that support older adults
- Workforce development in behavioral health care organizations/ implementing evidence based practices
- Building/locating supportive services/health care in public housing
- Improvement in the quality of care for persons living with HIV/AIDS
- Other grants related to healthcare delivery innovation

### **Duties will include but not limited to:**

- Literature search, as well as research of labor statistics, and data on key health indicators for the populations served
- Research of evidence based practices and other practices in other states
- Interaction with health care providers, state agencies (Dept. Elderly Affairs, Dept. Labor Training, Dept Health), grant funders, faculty from health related programs at RIC, social service providers and other community based agencies
- Assistance with coordination of training programs and development of training materials and preparation of training space/sites
- Assistance with grant writing and report writing for granting agencies
- Develop presentations for meetings using PowerPoint
- Preparation of graphics, tables, for reports, publications, presentations
- Set up meetings with health care professionals using Survey Monkey
- Prepare meeting agendas and compile minutes of meetings
- Summarize qualitative interview data and draft reports

### **Qualifications:**

- Interest in health care
- Strong interpersonal skills to communicate with health care professionals and faculty
- Solid written and oral communication skills
- Strong organizational skills for administrative tasks
- Ability to conduct online research
- Experience with Word, Excel, Power Point, Publisher

- Experience with SPSS preferred but not necessary

**Benefits to Graduate Assistant:**

- Knowledge of the health care system and contemporary trends in health care
- Development of connections to professionals and professional networks in health care
- Experience with the grant writing/reporting process
- Sharpening of presentation skills
- Development of research skills and data presentation/analysis skills

**Interested students should send cover letter and resume to Dr. Marianne Raimondo,  
Director Health Care Administration at [mraimondo@ric.edu](mailto:mraimondo@ric.edu)**