

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
- Community health worker training, training for case managers in social service agencies
- Leadership development for managers in healthcare organizations
- 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

A graduate assistant will also provide support to the undergraduate healthcare administration program. This may include assistance preparing course materials, grading papers, researching topics for classes, communicating with students.

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
- 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 and digital platforms (eg zoom)

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**