**Part-Time Project Coordinator**  
Center for Training, Evaluation, and Community Collaboration (C-TECC)  
Psychological and Brain Sciences  
University of Delaware

This position will assist primarily on Project Community Outreach, Referral and Early Intervention (CORE). Project CORE is supported by a grant from the Substance Abuse and Mental Health Services Agency (SAMHSA) awarded to the State of Delaware’s Divisions of Prevention and Behavioral Health Services (DPBHS) and Substance Abuse and Mental Health (DSAMH). The State has contracted with the University of Delaware to conduct the evaluation research. CORE is focused on educating the community about psychosis, helping to identify youth (ages 12-26) who are at risk of psychosis, and providing services to those in need. Evaluation activities focus on researching community outreach and the effectiveness of the multidisciplinary intervention using a longitudinal assessment design.

**Responsibilities:** Under supervision, the project coordinator will help manage day-to-day project needs, including oversight of the interview data collection team, data management, and oversight of data entry process. Specific activities include: tracking data, managing and entering data, meeting stakeholder data entry deadlines, assisting with data collection, and conducting preliminary analyses and data descriptives. The Project Coordinator will be responsible for identifying when to contact and schedule participants for interviews, assigning interviews to an interview team, and conducting interviews as needed. As an interviewer, the Project Coordinator may also receive training in the specific protocol, conduct quantitative and qualitative interviews that occur across the state, and work with a clinical population. The Project Coordinator also will protect participants’ privacy (maintaining confidentiality), and work collaboratively with the lead evaluator, collaborating providers, and other evaluation team members.

**Qualifications:**
- Great interpersonal skills and ability to express one’s self verbally and in writing
- Management experience preferred; must work well with others and demonstrate good leadership skills.
- Excels at problem solving.
- Great organizational skills with the ability to manage a complex, multi-aimed project.
- Willing to work flexible hours and an ability and willingness to drive for data collection and team meetings.
- Basic statistical knowledge, and completion of entry statistical coursework.
- Ability to work independently from oral and/or written instructions.
- Ability to work well in a collaborative environment with lead evaluator, other evaluation team members, community providers, and diverse families from all ages and backgrounds.
- Previous interviewing experience preferred.
- Familiarity with Word, Excel, Qualtrics, IBM SPSS, and Access preferred.
- Knowledge of research and data collection techniques preferred.
- Age 21 or older, required by State to work with clients.

**Hours & Wage:** Flexible hours required; Part time, $15.50/hour  
**Deadline:** Open Until Filled  
**To Apply Send a Resume/CV to:**  
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