Job Title: Ethnographer/Research Assistant 2
Job ID: 1131
Location: CWRU, Anthropology

Job Description
POSITION OBJECTIVE
The Ethnographer's responsibility will be to conduct open-ended, semi-structured and informal interview, as well as maintain contact with participants of a multi-year NIH funded community-based research study of methamphetamine (and other illegal drug) use. In conjunction with other research staff, the Ethnographer's primary responsibility will be to recruit and interview not-in-treatment illegal drug users. This project is taking place in Summit County, OH, as well as surrounding counties. The Ethnographer will recruit and manage contacts with study participants, conduct fieldwork, maintain field notes and memos, code and analyze qualitative date using Atlas.ti, collect and compile additional data relevant to the study aims, as well as assist the Principal Investigator in writing-up and presenting research results. This job will require working in Akron, OH, as well as travel between Cleveland and Akron, OH.
The research study will collect data from 250 active methamphetamine (and other illegal drug) users using several different research methods, including: ethnography, PDA-based daily diary records, as well as a 3-wave panel study. The Ethnographer will be responsible for the ethnographic research portion of data collection. Data will facilitate developing agent-based computational models useful for research and policymaking. The Ethnographer will work with computer programmers to facilitate accurate translation of data to computational simulations.

ESSENTIAL FUNCTIONS
1. Work with the Principal Investigator and Field Supervisor to assure ethnographic data is coordinated with other data collection protocols.
2. Assist in the development of research protocols for ethnographic and PDA data collection.
3. Facilitate the recruitment, follow-up, and retention of research subjects.
4. Conduct brief screening interviews with potential participants both on the phone and in-person.
5. Maintain up-to-date confidential subject contact logs and locator information data.
6. Assist other project researchers in subject recruitment and conducting ethnographic research. These activities include: in-depth interviewing, data collection from other existing resources, and maintaining relationships built with a variety of community members.
7. Prepare and organize qualitative and quantitative data for analysis. Assist the PI with writing reports.
8. Assist in writing progress reports to the funding agency.
9. Be an active member of the research project including attending all training sessions on relevant study procedures and protocols.

NONESSENTIAL FUNCTIONS
1. Library and on-line research

2. Collect, compile, and summarize epidemiological indicator, document, and other secondary data on illegal drug use
3. Prepare documents for grant submissions

CONTACTS
Department: During training, the researcher will meet daily with the Principal Investigator. After training is complete, the research assistant will meet weekly with the Principal Investigator individually and attend weekly research meetings with other research team members.
University: Not applicable
External: Research subjects and potential participants
Students: Not applicable

SUPERVISORY RESPONSIBILITY
None

QUALIFICATIONS
Experience: 1 to 3 years related work experience. Work and/or research experience with drug using populations preferred.
Education/Licensing: Bachelor's degree in any of these fields: anthropology, criminology, public health, sociology, social work, that placed a strong emphasis on community based research projects and research methodology required; Master's degree preferred. Training and/or experience with ethnographic research techniques required. Valid Ohio driver's license.

REQUIRED SKILLS
1. Strong verbal and written communication skills
2. Strong organizational skills
3. Ability to develop strong and cooperative working relationships with local community-based drug treatment and service agencies
4. Ability to work with a high degree of autonomy within the research team
5. Experience and training using qualitative/ethnographic research methods
6. Comfortable with MS office
7. Knowledge of qualitative data analysis software, Atlas.ti preferred

WORKING CONDITIONS
Employee will be required to utilize a keyboard and computer mouse to type. Employee will be required to drive while on the job.

DIVERSITY STATEMENT
In employment as in education, Case Western Reserve University is committed to equal opportunity and world class diversity.

CWRU offers a flexible benefits package including tuition waiver for employees and dependents; Respond in confidence, including salary history : CASE WESTERN RESERVE UNIVERSITY, Human Resources Job Code #1131, apply to: jobs@case.edu