



MERRILL PALMER SKILLMAN INSTITUTE, WSU – POSTING #2302

Research Assistant, Project LAUNCH *(Linking Actions for Unmet Needs in Children’s Health)*

Detroit, MI, United States | REQ #2302 | October 2024

Wayne State is a premier, public, urban research university located in the heart of Detroit, Michigan where students from all backgrounds are offered a rich, high-quality education. Our deep-rooted commitment to excellence, collaboration, integrity, diversity and inclusion creates exceptional educational opportunities which prepare students for success in a global society.

About Wayne State University Merrill Palmer Skillman Institute

The Merrill Palmer Skillman Institute (MPSI) has been improving the lives of children and their families for over 100 years. Founded in 1920 as the Merrill-Palmer Motherhood and Home Training School, MPSI has served Detroit’s children through research and formal academic programs in child, adolescent, and family development. The Institute has trained generations of parents, teachers, students, and researchers in areas important for child and family development across the nation and world. Since joining Wayne State University in the early 1980’s MPSI has continued to be at the forefront of the field and continues to also partner with the broader community. It also houses the first Infant Mental Health graduate training program in the country, demonstrating a significant commitment to the infant and early childhood workforce.

We envision MPSI as an integrated hub that collaborates with families, children, and community partners to promote the healthy development and well-being of individuals and society. We value collaboration and relationships. We are committed to exemplifying diversity, equity, inclusion, and anti-racism in all we do. We strive to act with integrity and to honor community voices.

Project LAUNCH (*Linking Actions for Unmet Needs in Children’s Health*) is a multi-year program funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The primary aim of MPSI-PL is to educate and support hundreds of parents and other adults who care for young children while increasing access to high-quality infant and early childhood mental health services in multi-sector settings (home visiting, pediatric clinics, classrooms) as well as early childhood education for children ages 0 to 8.

Purpose of Position

To support the activities of the MPSI Project LAUNCH (Merrill Palmer Skillman Institute Project Linking Actions for Unmet Needs in Children’s Health): Promoting Young Child Wellness in Detroit (MPSI-PL). The MPSI-PL research assistant will support all aspects



of the project including monitoring project and grant-related reports and documentation, monitoring regulatory requirements, collecting, analyzing, and disseminating data related to the project, coordinating training activities and meetings, engaging with community partners, and providing general support to the Project Director.

Essential Functions:

- Assist in writing reports that contain demographics and satisfaction surveys from community trainings and activities related to the grant. Assist in dissemination of reports through email listservs and in person meetings with community advisors.
- Monitor institutional review board documents and other regulatory requirements from WSU & partner agencies with Project Evaluation Lead.
- Collect, manage, and analyze data related to MPSI-PL goals and objectives.
- Schedule research meetings for the grant (keeping meeting minutes, organizing project files, answering emails and phone inquiries about the project).
- Work with Project Director and team to develop and monitor public awareness/marketing campaigns.
- Process data use agreements with partner sites.
- General technical assistance – Microsoft office proficiency including Word, Excel, PowerPoint, Outlook.
- Coordinate training activities & project team meetings.
- Engage with community partners to increase coordination and success of services.
- Other duties as assigned.

Minimum Qualifications:

Education: Bachelor's degree in a related field of study (e.g., psychology, social work, public health, human development, etc.) required, master's degree preferred

Experience:

- Experienced (minimum 2 years of job related experience).
- Experience performing basic research techniques or interacting with human subjects, preferred.

Knowledge, Skills, and Abilities:

- Ability to work independently, strong organizational skills
- Excellent interpersonal and communication skills and demonstrated ability to work with others in a collaborative environment
- Respect for diverse perspectives
- Microsoft Office software skills

School/College/Division:

H09 - Research

Primary department:

H0910 - Merrill Palmer Institute

Employment type:

- Regular Employee
- Job type: Fractional Time
- Job category: Research

Funding/salary information

- Compensation type: Annual Salary
- Annual Salary: To be Determined

Working conditions: Typical work environment will include an office & community-based environment, will need to travel to community agencies and organizations (minimum 1-2 times per month).

May require evening work hours to accommodate community/partner needs (At least once per quarter for a required community advisory board meeting).

Job openings:

- Number of openings: 1
- Reposted position: No

Background check requirements:

University policy requires certain persons who are offered employment to undergo a background check, including a criminal history check, before starting work. If you are offered employment, the university will inform you if a background check is required.

Equal employment opportunity statement:

Wayne State University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. The university encourages applications from women, people of color and other underrepresented people. Wayne State is an affirmative action/equal opportunity employer.



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