



Research Coordinator Position – Navigating ASD: Parent Support Study

The USC College of Social Work is seeking a Research Coordinator to assist in the implementation of an NIH-funded intervention study for parents of children recently diagnosed with Autism Spectrum Disorder (ASD). The randomized-controlled trial compares two parent peer-support interventions designed to empower parents to navigate ASD services and improve family well-being.

The Research Coordinator will work with a multi-university team to foster relationships with referring providers, guide families through the study process, monitor study data collection and maintain tracking databases, and provide task supervision to student research assistants and staff. The Coordinator will work closely with Dr. Robert Hock to expand the reach and impact of this intervention study through creative problem-solving and active community engagement. We are seeking a motivated, self-directed individual with strong organizational skills and a desire to develop and maintain community relationships. If desired, the candidate may also have opportunities to participate in scholarly publications and clinical activities. The position is full-time with benefits (health, dental, paid leave, etc). Salary is competitive.

Job Purpose/Description

The Research Coordinator will work under the supervision of Dr. Robert Hock to:

- Provide clear communication and assistance to families participating in the study
- Oversee community outreach and recruitment efforts
- Establish and maintain relationships with collaborators, professionals, and research participants
- Develop project plans and monitor the completion of tasks by the team
- Develop and maintain databases and file systems to monitor study activities
- Work with Dr. Hock to conduct training and onboarding activities with new staff
- Provide task supervision to student research assistants
- Organize and participate in team meetings

Required Qualifications

- A bachelor's degree in Social Work, Psychology, Public Health, or a related field
- High level of initiative and organization skills – demonstrated ability to organize complex projects into workable objectives and tasks
- Strong professional writing skills
- Proficiency with Microsoft Office programs and virtual meeting platforms
- Ability to travel to local providers and referral sites.

Preferred Qualifications

- Master's degree in a related field
- Experience conducting research and/or evaluation in community settings
- Knowledgeable about ASD and ASD services



UNIVERSITY OF
SOUTH CAROLINA
College of Social Work

Additional information:

The position is 40 hours per week.

Most work is onsite in Hamilton Hall on USC's campus. Some virtual work is negotiable.

Anticipated start date: May 22nd, 2023

To apply:

To apply, please send a current resume/CV and a cover letter describing your interest in the position, your relevant skills and experience, and how this position will help you achieve your professional goals to:

Robert Hock, PhD
Associate Professor
College of Social Work
roberth@sc.edu
(803) 777-5861

Interviews will begin on May 10th and continue until the position is filled.