

**Catalyst Center Research Assistant  
Specific Duties for Grant Year Two  
July 1, 2010 to June 30, 2011**

**DUTIES:**

*Provide support around technical assistance activities:*

- Conduct literature reviews; organize, summarize and report findings
- Assist Project Director in tracking and analyzing state and federal legislative initiatives relevant to children with special health care needs (CSHCN)
- Research and answer specific technical assistance questions by stakeholders as requested by Project Director
- Maintain and update MCH Endnote library
- Organize and manage logistics of national meetings and conferences: topical meetings, webcasts, conference calls, etc.:
  - send out announcements and reminders (via Constant Contact, individualized distribution lists, etc.)
  - track registrations/RSVPs
  - provide on-site support re: meeting logistics (arrange room, set up a/v equipment, etc.)
  - take and distribute meeting notes
  - create/prepare and distribute materials (agendas, slides, handouts, background summaries, folders, posters, exhibit materials, etc.)
  - book conference call line via BU telecommunication department
  - help create, distribute and track evaluations – report results

*Provide support around research activities (at the direction and under the supervision of senior staff):*

- Collect and analyze research data (both quantitative and qualitative data – specific research projects include experience of families with Medicaid buy-in, case study file, financing strategies survey results)
  - Assist in scheduling meetings, conference calls, etc. with research project team(s) members
  - Prepare materials for IRB approval (human subjects protection)
  - Prepare survey/interview questions
  - Recruit survey/interview subjects
  - Send and track written/electronic surveys (by mail, e-mail, Survey Monkey, etc.)

- Conduct interviews with subjects
- Maintain accurate records of survey/interview data, safeguarding the confidentiality of subjects, as necessary
- Summarize survey/interview results
- Organize and ensure ready access to all data by senior staff
- Contribute to the writing of publications (policy briefs, white papers, etc.) and draft papers for peer review journals
- Prepare draft papers for submission to peer-reviewed journals (formatting, etc.)

*Provide support around dissemination activities:*

- Prepare, maintain, and update website materials (includes adding approved narrative to the financing strategies sections and tracking, verifying and uploading data for state pages)
- Maintain and update Constant Contact e-mail address lists
- Help create brochures, postcards, bookmarks and other dissemination materials
- Mail/Fed Ex copies of materials; monitor stock of publications and re-order as needed
- Development and distribution of e-newsletter:
  - Assist Project and Communications Directors with identifying, commissioning and editing articles and news items by others
  - Write and edit original content
  - Identify and track news items to include
  - Assist with formatting and distribution

*Provide support around general project management:*

- Manage and respond to project related email
- Attend team meetings and conference calls
  - create/prepare and distribute materials
  - take notes and distribute afterwards
- Assist project director in assembling/creating materials for HRSA/MCHB progress reports