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**EMPLOYMENT OPPORTUNITY**

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**GRADUATE STUDENT RESEARCHER****Description:**

The UCLA Center for Health Policy Research is seeking two graduate students to assist with the California Long-Term Services and Supports (CA-LTSS) study which is funded by the California Department of Health Care Services. This project is collecting and analyzing in-depth interview data from 100 adults in California who are living with serious chronic conditions and/or disabilities and need a range of supports to maintain their health, independence, and quality of life. We are seeking two highly motivated and skilled graduate student researchers (GSR) to assist with the collection, management, analyses, and reporting of these qualitative data.

The graduate student researcher(s) will collaborate closely with a large team and have opportunities to be involved in the following activities:

- Conducting in-depth, in-person interviews with older adults, adults with disabilities, and their caregivers, in English (and Vietnamese, Spanish, or Mandarin, if proficient)
- Coding and analyzing qualitative data, both independently and as part of a team
- Summarizing and synthesizing data through the drafting and review of analytical memos and the creation of categorical matrices
- Contributing to the development of a study protocol and methodology report
- Presenting results in writing and orally (including opportunities for co-authorship of policy briefs, case studies, and manuscripts for peer review)
- Assisting with renewal applications and amendments to the UCLA and California State Institutional Review Boards
- Managing project coordination, including the organization and monitoring of administrative and meeting documents, and related materials

**Qualifications:**

Graduate students in public health, public policy, social welfare, nursing, medicine, or a related field are encouraged to apply. Some familiarity with qualitative data collection and analysis is required. Knowledge/interest in disability and aging studies is preferred, and additional language proficiency in Vietnamese, Spanish, or Mandarin is a plus. The details are as follows:

- Professional or academic background in public health, public policy, social work, nursing, medicine, or related field
- Knowledge of aging, caregiving, disability studies
- Experience with in-depth interviewing, qualitative data collection and methods.
- Experience working with qualitative analysis software (e.g., Dedoose) preferred.
- Highly organized and able to work independently.
- Detail-oriented with strong analytical problem-solving skills.
- Excellent oral and written communication skills
- Working knowledge of Microsoft Word, Excel, PowerPoint, and bibliographic software programs
- Familiarity with online project management services such as Box online, Zoom, etc.
- Ability to travel locally to conduct in-person interviews.

**Other Details:** The position is available at 50% effort from August 2024 - March 2025.

**How to Apply:** Please submit a cover letter and resume to the project Principal Investigator, Kathryn Kietzman at [kietzman@ucla.edu](mailto:kietzman@ucla.edu)