



Research Assistant Position: 3LC study

A collaborative research team between the American University of Beirut (Faculty of Health Sciences (FHS) and Faculty of Medicine (Clinical Research Institute)) and Columbia University is recruiting a full-time **Research Assistant** for a NIH-funded study (3LC) **study titled “Late Life Learning, Dementia, and Overall Health: An Investigation of the University for Seniors in Beirut”**.

This study aims at examining the relationship between late life learning (LLL), as exemplified by the [AUB University for Seniors \(Ufs\)](#), and cognitive, mental, physical, and social well-being of older adults.

Position Overview:

We are seeking a highly motivated Research Assistant who will play multiple roles, including fieldwork, data analysis, report and paper writing, conference presentations, among other functions. Additionally, they will support community engagement and research dissemination through social media management, webpage development and maintenance, and our talk series.

Key Responsibilities:

Working within a multidisciplinary team on a project with many moving parts, the research assistant’s responsibilities will include:

- Working closely with the research team to manage both the fieldwork and scientific activities of this large community-based primary data collection project.
- Supporting the successful implementation of primary data collection, including overseeing enumeration, recruitment, and data collection and data quality-checks and update.
- Coordinating and managing various fieldwork and research activities, and ensuring efficient and timely communication and documentation.
- Assisting in strategizing and implementing recruitment efforts as well as retention efforts for follow-up.

- Producing and managing grant resources and opportunities: tracking progress made on previous aims, publications, and study steps while also identifying areas that may need improvement and additional attention.
- Conducting data analysis and preparing manuscripts as well as proposals or other communications and research dissemination

Required Qualifications & Skills:

- Master's degree in Public Health, Psychology, Social Sciences, Communication, or a related field
- Demonstrated analytical, organizational, and independent project management skills
- Proven experience in project or team management.

Additional Qualifications:

- The successful candidate must possess a high level of initiative, clear communication skills, and attention to detail in addition to a demonstrated ability to be flexible to the project's evolving needs.
- Programming experience in STATA and/or R is preferred

To apply:

Interested candidates should submit their applications (a complete curriculum vitae; a cover letter outlining how they meet each of the essential and desirable competencies; and contact information for two references familiar with the applicant's background and skills) to Dr. Martine El Bejjani (me158@aub.edu.lb) and Mr. Georges Philippe Al Achkar (ga166@aub.edu.lb). Please use the following words in the subject line of the email: "NIH 3LC Research Assistant Application".

- **Duration of contract:** 1 year (including a three-month probation period).
- **Start date:** As soon as possible.

Review of applications will start immediately and will continue until the position is filled. Only shortlisted candidates will be contacted.

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.

AUB campus is smoke-free.