



Position: Music Therapist/Research Assistant

Location: Indiana University School of Nursing (IUPUI Campus), 600 Barnhill Drive, Indianapolis, IN 46202

Overview: The Music Therapist/Research Assistant (MT-RA) will provide key support to our study team that is led by Sheri Robb, PhD, MT-BC (Principal Investigator) and Amanda Henley, MM, MT-BC (Core Project Manager), and deliver study interventions for young children (ages 3 – 8 years) with cancer and their parents. The position is a temporary, hourly position that requires 20 hours per week, with some evening and most weekends.

Qualifications: The MT-RA must hold a degree in music therapy from an AMTA approved school; training can be at the Bachelor or Masters level. The MT-RA must hold Board Certification from the Certification Board for Music Therapists (CBMT). MT-RA will be asked to provide documentation regarding degree and board certification status. The MT-RA must also maintain their own liability insurance. Clinical experience with hospitalized children and their families is preferred.

Knowledge/Skills/Abilities Required:

1. Excellent writing, organizational, and time-management skills.
2. Strong interpersonal skills.
3. Ability to set priorities, and consistently follow procedural guidelines.
4. Computer skills including word processing (Microsoft Word), spreadsheets/data bases (Excel), graphics (PowerPoint), reference manager (EndNote), and database search strategies (e.g., Medline).
5. Ability to work well under pressure, complete detailed work accurately, work on multiple concurrent tasks, interact professionally with multiple individuals, and handle unscheduled interruptions.
6. Strong analytical thinking, self-motivation, ability to function independently, and maintain confidentiality.
7. Interest in learning how to code behavioral data through behavioral observation and time sampling methods.

Position Responsibilities/Requirements:

Research Assistant:

1. Recruit and engage in informed consent processes with potential study participants
2. Organize and maintain data management system and data sets
3. Participate in data collection procedures and data entry
4. Conduct data analysis as directed
5. Participate in research team meetings
6. Complete and maintain IRB submissions
7. Conduct and summarize literature reviews
8. Conduct quality assurance monitoring
9. Keep Principal Investigator and Project Manager informed of daily activities and problems as they arise
10. Other activities as assigned

Intervention Delivery:

1. Deliver all study conditions to assigned participants within specified timelines.
2. Participate in bi-monthly music therapist team conference calls to review participant status and study-related activities.
3. Complete all required forms in a timely manner, including session specific field-notes.
4. Participate in evaluation procedures and quality assurance reviews.
5. Serve as a liaison between patients and the research team.
6. Establish and maintain positive team relationships and integrate teamwork into all project activities.
7. Participate in a training seminar to learn study protocol procedures, as well as reporting and quality assurance procedures.

8. Maintain session materials.
9. Participate in regular and ad hoc conference calls, meetings, and activities that are grant related.

Behavioral Coding:

1. Ensure accuracy and completeness of data.
2. Protect the confidentiality of patient and parent participants' information.
3. Work collaboratively with other team members to adhere to protocol timelines.
4. Participate in training sessions (initial and periodic reliability checks) to learn behavioral coding and time sampling procedures. Work independently to code video data, following procedures specified by the PI and as outlined in the study manual.
5. Other activities as assigned.

Quality Assurance Monitoring:

1. Participate in training session to become familiar with interventions, reporting, and quality assurance procedures.
2. Complete all required on-line forms in a timely manner.
3. Adhere to all procedures and quality assurance reviews.
4. Participate in conference calls and meetings with QA Team Leader.
5. Other activities as assigned.

If interested, please send resume to:

Amanda K. Henley, MM, MT-BC

Research Associate

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