Research and Project Assistant (20-40%)
Institute of Social and Preventive Medicine (ISPM)

The Institute of Social and Preventive Medicine (ISPM) of Bern performs research in a range of disciplines relevant to public health (www.ispm.unibe.ch). Groups cut across divisions, facilitating an interdisciplinary approach to research in the fields of clinical epidemiology, social and behavioral health, biostatistics, and international and environmental health.

The Research Group on Community Health and Health Care Systems addresses (a) social determinants of health, health disparities, health behaviors and empowerment, the importance and relevance of health for vulnerable groups, (b) theory-based mechanisms for whole-system change and innovative approaches to knowledge co-creation and translation, and (c) healthy environments, including interventions for health-promoting resilient cities. We are looking for a highly motivated and well-organized research and project assistant who will support different research projects within the group.

Duties and responsibilities:
• Literature searches and editing of EndNote library
• Support in (qualitative) research: Document analysis, interview transcription, data cleaning, and data extraction/analysis (MAXQDA)
• Support in preparation of documentation, reporting and disseminating of research results
• Administrative tasks such as meeting planning and organization, and document management

Qualifications and skills:
• Bachelor’s degree in a health-related or social science field
• Ideally, one to three years of working experience
• Ideally, some experience in the application of qualitative research methods
• Good organizational skills
• Proficiency in Microsoft™ Office
• Good English and German (written and spoken)

This position would be ideal for a Masters student who would like to gain experience working in a collegial research group. Enrollment at the University of Bern or the University of Fribourg is a prerequisite for application.

The ISPM at the University of Bern offers an international and interdisciplinary environment. It encourages independence and flexible working models.

The post is available from beginning of October 2022.

For further information on the position advertised, please contact Sophie Meyer, sophie.meyer@ispm.unibe.ch

Please send your application including a Curriculum Vitae until September 2nd 2022 to Human Resources administration: hr@ispm.unibe.ch.