



Job Title:
Research Assistant

Department:
Research

Supervisor:
Research Scientist

Office:
324 E. New York Street Suite 300

EEO Category:
N/A

Purpose of Job: Assist in the coordination and oversight of research project tasks including project management; literature reviews; report, manuscript and grant preparation; data management, data analysis; and preparation of statistical reports, epidemiologic summaries, graphs, and tables for selected findings.

Essential Functions:

- Coordinate and oversee daily activities of research projects
- Coordinate the development of project tools
- Coordinate the development of research protocols that have limited physician time requirements.
- Coordinate data management with the Institute staff and faculty
- Conduct quality control and validation of data, including routine quality checks
- Review completeness of electronic reports
- Develop and oversee timelines for the project objectives and requirements.
- Oversee preparation of required reports, including monthly status reports.
- Establish liaisons with research sites and travel to sites as necessary.
- Develop data organization systems and assist with data analysis.
- Attend and participate in meetings as required
- Perform other related duties incidental to the work described herein.

Qualifications:

- Bachelor's degree and enrollment in a public health or health-related master's degree training program such as epidemiology or social behavior health.
- 1-2 years of prior experience in health education and in research.
- Completion of a graduate level biostatistics class
- Completed CITI training (certificate)

Knowledge, Skills, and Abilities:

- Must be proficient in Microsoft Word, Excel and Outlook
- Must be able to conduct basic data analysis
- Excellent organizational skills and attention to detail is necessary
- Ability to perform work accurately and thoroughly
- Ability to maintain confidentiality and good judgment
- Ability to prioritize
- Ability to work with others in a medical office setting
- Ability to communicate and understand information in a manner consistent with essential job functions
- Ability to make sound decisions in a manner consistent with essential job functions
- Ability to take initiative and meet objectives
- Must be able to work independently with minimum supervision
- HIPAA and other specific training is required

Working Conditions:

- Normal Work environment

Equipment Used:

Equipment with relatively simple operating procedures:

- Standard office equipment (personal computer, fax, copier, telephone)

Physical Efforts:

Routinely involves sitting and standing (75%). Occasionally involves bending/stooping, pushing/pulling, occasionally lifting over 10lbs, carrying over 10 lbs. (20%). Rarely involves crawling/kneeling, climbing, (5%).

Visual Efforts:

Routinely involves reading documents for analytical purposes, a high degree of accuracy and general understanding.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees shall be required to follow any other job-related instructions and perform any other job-related duties as requested by the Supervisor.

Employee Signature

Date

Human Resources Signature

Date

Chief Medical Officer Signature

1/14/2016
Date of Revision