Job Title: Research Study Assistant  
Department: MED- Ctr for Health Info Partnerships  
Job ID: 29411  
Percent Full Time: 100  
Location: Chicago Campus  
Minimum to Midpoint Salary: $15.76 - $19.90  
Grade: NEX 9

Job Summary:

The Research Study Assistant performs biomedical &/or social-behavioral research by administering tests &/or questionnaires following protocols; collecting, compiling, tabulating &/or processing responses; gathering information; &/or assisting in the preparation of material for inclusion in reports. Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

The mission of the Center for Health Information Partnerships (CHiP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHiP has a vision for “information-driven health for all.”

**Please Note: Supervisor provides objectives, detailed deadlines and general instructions. Work is reviewed for technical accuracy and compliance with instructions, practice, policy and procedures. EE meets frequently with supervisor to obtain instructions regarding general phases of work and in some cases as to specific details.

Specific Responsibilities:

Technical

- Recruits study participants.
- Reviews & obtains informed consent.
- Schedules study visits with participants.
- Conducts interviews.
- Scores test results.
- Collects survey data.
- Reviews medical records.
- Consults with nurses & physicians to determine pretreatment & eligibility requirements of protocol from completion to registration of participants.
- Facilitates communication with key personnel & participants to maintain project study flow.
Administration

- Maintains detailed records of results which may include collecting, extracting & entering data; &/or preparing basic charts & graphs.
- Performs scientific literature searches in support of research.
- Completes portions of grant applications &/or documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

Finance

- May process reimbursements for travel expenses.
- Monitors & distribute petty cash.
- Processes invoices &/or purchase requisitions.
- Coordinates fund distribution among multiple sponsors and clinical sites.

Supervision

- May train other research staff to interview/test participants.
- Performs other duties as assigned.

Miscellaneous

- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience.
- Must complete NU’s IRB CITI training before interacting with any participants & must re-certify every 3 years.
- Detail oriented with strong organizational skills;
- Strong communication and interpersonal skills

Preferred Qualifications:

- Experience with patient recruitment and IRB
- Knowledge of Electronic Health Records
- Experience with human subjects research, Personal Health Information (PHI) and Institutional Review Board (IRB)
- Experience with EHRs/EMRs
- Experience interacting professionally with medical practices and providers

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.
Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.