Job Description

**Job Title:** Research Study Assistant

**Department:** MED – Ctr for Health Info Partnerships

**Job ID:** 28406, 28407, 28409

**Percent Full Time:** 100.00

**Location:** Chicago Campus

**Minimum to Midpoint Salary:** $15.49 - $19.36

**Grade:** NEX / 9

**Job Summary:**

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

**Specific Responsibilities:**

**Technical**

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

**Administration**

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

**Finance**

- May process reimbursements for travel expenses.
• Monitors and distribute petty cash.
• Processes invoices and/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.

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 and must re-certify every 3 years.

Preferred Qualifications:

• Experience with patient recruitment and IRB
• Knowledge of Electronic Health Records

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.

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