Job Description

**Job Title:** Research Study Assistant  
**Department:** MED- Ctr for Health Info Partnerships

**Job ID:** 29195  
**Percent Full Time:** 100.00

**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).

**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.

**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; 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.

**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.*

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.