Job Description

Job Title: Research Study Assistant
Department: Ctr for Community Health
Job ID: 35132
Percent Full Time: 100
Location: Chicago Campus
Grade: NEX 9

Job Summary:
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.

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 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.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Strong interpersonal and communication skills, in-person and via phone/web
- Exceptional organizational skills, time management efficiency, and personal accountability
- Proficient with Microsoft Office software
- Excellent attention to detail

Preferred Qualifications:

- Strong interpersonal and communication skills, in-person and via phone/web
- Exceptional organizational skills, time management efficiency, and personal accountability
- Proficient with Microsoft Office software
- Excellent attention to detail

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