Job Description

Research Assistant I / 40 Hrs / Day / BWH-DOM, Div Pharmacoepidemiology & Pharmacoeconomics - (3077841)

Description

GENERAL SUMMARY/OVERVIEW STATEMENT
Working under the direction of the Research Manager, Division Chief, and faculty of the Division of Pharmacoepidemiology and Pharmacoeconomics, the Research Assistant is responsible for the daily organization, coordination, and conduct of activities related to studies of the safe and effective use of medications in a variety of contexts. The Division’s research is neither clinical nor bench science, and is conducted in an office setting with minimal patient interaction. Please see division website for more information on faculty and research topics: http://www.drugepi.org/.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
The typical Research Assistant’s duties are a combination of research and operational tasks. Research tasks include, but are not limited to, data management and manipulation (MS Excel, statistical software), data entry and monitoring, inquiries on various policy initiatives, performing literature searches, generating graphs, figures and presentations, gathering research materials for ongoing and future research projects (i.e. manuscript and grant proposal writing) and other duties as needed. Operational tasks ensure that the work in the entire Division as well as individual projects run efficiently. These include a variety project and office management elements (scheduling, meeting organization, website and mailing list support, general office support, administrative support). Research Manager coordinated and monitors assignments. Assigned projects will vary in type and amount of work required as well as duration; assignments can be individual or shared other Research Assistants on the team. Teamwork is highly supported and encouraged. Prospective start date is in the spring/summer 2018 and a two-year commitment is preferred.

Work environment:
Professional Office Environment, Business Casual. Working as part of a tight-knit group of hardworking friendly helpful people—an internationally acclaimed research unit of 22 Harvard faculty and 65 support staff.

Employment at a Partners HealthCare System (“Partners”) affiliate is contingent upon
• United States Citizenship and Immigration Services rules concerning identity and right to work in the United States
• Multi-state criminal background checks
• Pre-employment health and drug screening and annual compliance with the Influenza Vaccination Policy

Qualifications

QUALIFICATIONS
BA/BS required. Strong attention to detail and ability to manage multiple priorities is a must. Competency with MS Office Suite is required; familiarity with SAS, R and Tableau are a plus but NOT a requirement. Prior social science or medical research experience is preferred, and epidemiology and/or biostatistics exposure is a plus. A strong applicant will display the ability to communicate with multiple levels of staff and work effectively with others in a team environment.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

• BA/BS degree
• Ability to adapt to a fast-paced environment and learn quickly
• Teamwork and cooperation
• Attention to detail and excellent organizational skills
• Ability to manage multiple priorities
• Ability to use independent judgment
• Excellent communication and interpersonal skills, telephone and email etiquette

EEO Statement

We are an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Primary Location: MA-Boston-Boston - BWH Main Campus
Work Locations:
75 Francis St
Boston 02115
Job: Research - Other
Organization: Brigham & Women's Hospital(BWH)
Schedule: Full-time
Standard Hours: 40
Shift: Day Job
Employee Status: Regular
Recruiting Department: BWH Department Of Medicine / Pharmacoepidemiology
Posting Date: Nov 6, 2018