Position Title: Research Trainee

Organization: Albert Einstein College of Medicine

Address: 1300 Morris Park Avenue, Bronx, NY 10461

Department: Department of Medicine/Division of Endocrinology
            Diabetes Research Center/Global Diabetes Institute

Website: www.einstein.yu.edu/faculty/1982/meredith-hawkins/

Hours: 37.5 hr/week

Start Date: Mid May 2019/Early June 2019

End Date: June 2019 or June 2020

Paid or Unpaid: Paid

Position Description: Dr. Meredith Hawkins, Professor of Medicine at Albert Einstein College of Medicine and Director of the Einstein Global Diabetes Institute, is currently seeking a new research trainee to begin in the early summer (mid May or early June). For the past several years this role has been occupied by pre-medical students who have all successfully matriculated to medical school. Dr. Hawkins would like to again hire a highly qualified pre-health or allied health student who is taking either one or two years off before attending medical or graduate school.

The research trainee will play a vital role in the development of current and new research protocols. The ideal candidate should have a strong research background, work well with others, and be a highly motivated self-starter. This is a full-time (Monday through Friday, 9AM-5PM) paid position. The research trainee will work very closely with the research team and will gain valuable insight into how clinical research is conducted. They will also gain a strong understanding of the biology and medicine behind the research. Moreover, this individual will have an important role in organizing and supporting multiple functions of the Global Diabetes Institute, from working on diabetes-related clinical science research projects, to maintaining effective communication with collaborating investigators in the US and globally. Dr. Hawkins is currently collaborating with researchers and health workers abroad in both India and Uganda. For the past several years this role has been occupied by pre-medical students who have all successfully matriculated to medical school.

Responsibilities:

- Assist with recruitment of research participants for clinical research trials and activities related to diabetes
- Assist with writing research documents including presentations, manuscripts, grant proposals, and journal articles
- Conduct data analysis for existing research studies
- Keep study specifics and methods up to date for each research protocol
- Support Global Diabetes Institute team members in developing programs (including scheduling, travel, expenses, fund-raising)

Skills:

- Excellent communication skills, both written and oral
- Strong analytical and organizational skills
- Effective time and resource management
- Strong interpersonal skills
- Develops effective relationships with research participants, faculty, and staff
- Significant experience with Microsoft Office Word and Excel, as well as reference software (e.g., EndNote, RefWorks, etc.)
Qualifications:
- Minimum: Bachelor’s degree
- Highly qualified pre-med/pre-health candidates are welcomed and preferred
- Available to begin in mid May/early June
- Prior research experience required
- Interest in healthcare and science
- Interest in patient education in both local and global communities preferred
- 1 or 2-year commitment preferred, but negotiable. Open to extension.

Application Instructions: Students who are interested in applying should send a resume and a cover letter expressing their interest and highlighting their qualifications to Francesca Thau at Francesca.thau@einstein.yu.edu.