RESEARCH ASSISTANT POSITION
Department of Medicine

Location: Hospital for Special Surgery, New York, NY
Principal Investigator: Emily Stein, MD
Research Focus: Metabolic bone/endocrinology
Ideal Candidate: Graduating senior on medical school track
Preferred Start Date: May/Early June 2020
Starting Salary: $40,000
Minimum Commitment: 2 years (24 months)

POSITION SUMMARY:
The Research Assistant is an integral member of the research team responsible for a variety tasks essential to the conduct of clinical research. This position involves a great deal of patient contact as well as interaction with physicians of various specialties in the hospital. Duties include (but are not limited to) recruitment of patients, assessment of eligibility criteria, administration of questionnaires, coordination of study visits, drawing blood, obtaining specimen form the operating room, processing of biospecimens, obtaining regulatory approvals, and maintaining accurate databases. S/he will have proven abilities to work autonomously, bearing independent responsibility to ensure data accuracy and timely follow through of study procedures. Opportunities for mentorship, authorship, and presentation at international meetings exist for the right candidate.

RESPONSIBILITIES:
- Identify, screen, recruit, obtain consent from patients for participation in research studies
- Administer questionnaires, interviews in person, by mail, and/or by phone
- Coordinate patient visits, ensure protocol compliance
- Prepare and submit study related materials to the Institutional Review Board (IRB) for regulatory approvals
- Regularly report on progress towards milestones
- Organize and maintain all files and documents related to specific projects
- Design/maintain databases, data collection forms, source documents, patient files
- Collect, process, store, ship blood/tissue/microbiome specimens (phlebotomy training provided as applicable)
- Collect samples from the Operating Room
- Prepare and submit abstracts, manuscripts and presentations to disseminate study results/progress
- Assist in grant documents/submissions

PREREQUISITES:
- Bachelor’s degree
- Clinical research experience preferred
- Facility with Microsoft Word, Excel, PowerPoint, Endnote
- Excellent interpersonal skills
- Strong time management, and organizational skills
- Ability to use tact, discretion, and sound judgment when dealing with confidential information

DIRECTIONS TO APPLY: Send resume, transcripts (unofficial), and cover letter by email to Carey Ford, Research Manager at fordc@hss.edu. If you have a preference to work in either metabolic bone/endocrinology or rheumatology, please indicate which area in your cover letter.