

Research Assistant Position

Position Definition:

Researchers from the San Francisco VA Medical Center; Northern California Institute for Research and Education (NCIRE); and University of California, San Francisco are conducting several research studies in trauma survivors with posttraumatic stress disorder (PTSD) involving psychophysiological measurement. The incumbent will assist in study coordination and recruitment for these multiple research projects related to PTSD. The lab is seeking at least a 2-year commitment for this position. This is a full-time position with potential to work on collaborative projects within subject areas of sleep disorders, PTSD therapies, and substance abuse. Salary will be commensurate with education and relevant experience.

Essential Functions:

- Manage subject recruitment, screening, enrollment, subject tracking, scheduling, correspondence, appointment reminders as well as coordinate subject payments
- Conduct telephone screening interviews on psychiatric and medical symptomatology with participants to pre-assess for study eligibility
- Act as liaison with the multidisciplinary study team (e.g., clinical interviewer, physician, laboratory) in determining study eligibility, coordinating study procedures, and ensuring adherence to study protocol
- Coordinate all aspects of data management, including entry and verification
- Program and maintain psychology/psychophysiology experiments and related hardware and software
- Prepare and manage Institutional Review Board Documentation and other Regulatory Documents
- Manage shipment of biological samples to offsite laboratory, sample tracking, correspondence with laboratories
- Perform other duties as assigned

Job Requirements:

- BA or BS in psychology or related field
- 1-2 years previous experience in human subjects research
- Ability and experience in conducting and coordinating psychological research studies, including recruitment and tracking of participants, data entry and management using database software (e.g., Excel, Access), analyzing and interpreting patient medical and psychiatric records
- Ability to communicate with individuals of varying educational and social backgrounds about potentially sensitive issues. Prior experience in a mental health setting is preferred
- Prior experience in psychophysiology measurement, experience using Biopac or similar equipment is strongly preferred but not necessary
- Computer literacy with emphasis on Windows operating systems and psychology software applications (e.g., AcqKnowledge, Inquisit, SuperLab, Qualtrics)
- Experience preparing and managing Institutional Review Board (IRB) submissions and other regulatory documentation is preferred but not necessary
- Prior experience collecting, organizing, and shipping biological samples is preferred. Familiarity with Freezerworks or other biological sample software is not necessary but would confer an advantage
- Excellent interpersonal, written and oral communication skills
- Eagerness to learn new skills!
- Must be highly organized and detail oriented
- Ability to work under minimal supervision and problem solve

Job Type: Contract

Job Type: Full-time