Massachusetts General Hospital
Mongan Institute for Health Policy
Tobacco Research and Treatment Center
and
MGH Cancer Center Survivorship Program

Job Title: Research Assistant
Employment Type: Full Time (40 hours)
Location: 100 Cambridge St Suite 1600.
          Boston MA 02114
Posting Date: ASAP
Position Start Date: May/June 2020

The Mongan Institute Health Policy Research Center (MIHPRC) at Massachusetts General Hospital (MGH) seeks to hire a full- and part-time Research Assistants to assist with a number of current projects being conducted by Elyse R. Park, Ph.D., MPH. Current projects span the following research areas:

- Psycho-oncology and cancer survivorship
- Tobacco treatment and cancer prevention
- Health insurance coverage, health access, and disparities research
- Stress management and resiliency

The Mongan Institute in the Department of Medicine at Massachusetts General Hospital is dedicated to supporting research across MGH in the areas of population and health care delivery science. The Institute bridges research spanning data science to delivery science, and evaluative science to implementation science including a variety of disciplines and methods such as epidemiology, biostatistics, predictive analytics, psychology, sociology, and economics. The Mongan Institute applies population and health care delivery science to expand and strengthen research at Mass General with a specific focus on health disparities and advancing health equity, health policy, population health, implementation science, and patient outcomes.

This position provides an excellent opportunity for those interested in gaining experience in behavioral health interventions and randomized clinical trials in a variety of medical settings. It also offers an opportunity to learn about clinical treatments and health education for promoting health behaviors. The candidate will work under the supervision of the grant principal investigator, Elyse R. Park, Ph.D., MPH. MGH is an equal opportunity employer, and we encourage individuals from under-represented backgrounds to apply.

Dr. Park collaborates with a number of institutes at the MGH; learn more about our work at the following:

- Mongan Institute for Health Policy: http://www.instituteforhealthpolicy.org/
- Tobacco Research and Treatment Center: http://www.massgeneral.org/trtc/
- Cancer Outcomes Research (CORe) Program: http://www.massgeneral.org/cancer/outcomes-research
- Benson-Henry Institute for Mind Body Medicine: https://www.bensonhenryinstitute.org/

Interested applicants are advised to send a resume and cover letter to the Research Assistant, Gabrielle Schwartz, at gnschwartz@mgh.harvard.edu. Applications accepted on a rolling basis until the position is filled.

Job responsibilities include the following tasks:
The responsibilities of the Research Assistant include but are not limited to the following activities:

- Implementing study protocols
- Submitting proposals/documents to the Institutional Review Board
- Assisting with data entry and data management
- Organizing and participating in study-related meetings
- Conducting medical record eligibility screens and assisting in patient recruitment
- Maintaining research-related files and regulatory materials
- Assisting with the preparation of manuscripts, grant applications, and reports to funding agencies
- Assisting with the preparation of scientific abstracts, posters, and PowerPoint presentations
- Conducting literature reviews and synthesizing relevant data
- Providing general administrative support to all project members

**Training and Experience:**

B.A./B.S. degree required. Prior work experience as a research assistant or coordinator in a clinical and/or academic environment is preferred, especially experience with public health or behavioral interventions. The candidate must possess:

- An interest in psychology, medicine, or public/community health
- Superior organizational, administrative, time management, and communication (oral and written) skills
- Strong computer skills, experience working with database, spreadsheet, and word processing programs, and ability to use Microsoft Office (Access, Excel, Word, PowerPoint)
- The ability to interact professionally with office staff as well as with vulnerable research participants
- Excellent English language skills (grammar and spelling), with good telephone and in-person communication skills
- Spanish speaking abilities are a plus
- Willingness to make a 2-year commitment
- Intellectual independence and initiative

The ideal candidate is a self-starter who works well as a member of a team yet has ambition and drive to take on tasks independently. He/she must be able to handle and prioritize multiple tasks, have strong organization skills, and pay close attention to detail.

**Working Conditions**

A standard workday of 8 hours is expected though flexibility with work hours and workdays will be necessary.

**Application Information**

Interested applicants should send a resume/CV and cover letter by email to: gnschwartz@mgh.harvard.edu