MASSACHUSETTS GENERAL HOSPITAL

Job Title: Intern/Student Research Assistant

Job Code: Grade: FLSA Status: Reviewed By:

Department: Mongan Institute for Health Policy

Position Reports To: Elyse Park, Ph.D, MPH

Date Description last revised: 10/31/2017

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Mongan Institute Health Policy Center at Massachusetts General Hospital (MGH) seeks a part time (~10 hours per week) Intern/Student Research Assistant 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 control
- Stress management and resiliency
- Health policy, health insurance, and disparities research

The Intern/Student Research Assistant will be an integral part of the study team and he/she will work directly under the supervision of Dr. Park. This position is an excellent opportunity for those interested in gaining experience in the conduct of clinical research. 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 Health Policy Center: http://www.massgeneral.org/monganhealthpolicycenter/
- Benson-Henry Institute for Mind Body Medicine: https://www.bensonhenryinstitute.org/
- Cancer Outcomes Research (CORe) Program: http://www.massgeneral.org/cancer/outcomes-research/default.aspx
- Tobacco Research and Treatment Center: http://www.massgeneral.org/trtc/

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

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

The responsibilities of the Intern/Student Research Assistant include but are not limited to the following activities:

- Implementing study protocols
- 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
SKILLS/ABILITIES/COMPETENCIES REQUIRED: Must be realistic, objective, measurable and related to essential functions of this job.

The candidate must possess superior organizational, administrative, time management, and communication skills, with the ability to interact professionally with office staff as well as with vulnerable research participants.

Additional skills, abilities, and competencies include:

- Proficiency with standard office software (Microsoft Word, Excel, and PowerPoint as well as internet applications) and the ability to learn new computer applications when needed
- Familiarity with software such as Stata, SAS, NVivo, SPSS and/or MS Access is desirable but not required
- Ability to work both independently and as part of a team
- Ability to keep multiple tasks and projects on track simultaneously
- Ability and willingness to learn new research and study-related skills
- Capacity to manage various aspects of data collection, data entry, and data management
- Intellectual independence and initiative
- Interest in clinical psychology, public health, health policy, smoking cessation, and/or behavior change

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable): Specify minimum credentials and clearly indicate if preferred or required

None.

EDUCATION: Specify minimum education and clearly indicate if preferred or required

Prior coursework in health-related topics, health policy, and/or statistical methods is preferred but not required.

EXPERIENCE: Specify minimum creditable years of experience and clearly indicate if preferred or required

Previous research experience is preferred but not required.

SUPERVISORY RESPONSIBILITY (if applicable): List the number of FTEs supervised.

No supervisory responsibilities.

FISCAL RESPONSIBILITY (if applicable): Indicate financial “scope” information, i.e.: size of budget, volume, revenue, etc.; Indicate total physician/non-physician FTE scope

No fiscal responsibilities.

WORKING CONDITIONS: Describe the conditions in which the work is performed.

The Intern/Student Research Assistant will be provided with a carrel and a standard Partners computer in an office setting.
The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.