

Research Support Assistant at Research Foundation for Mental Hygiene, Inc. (NY)

Description:

Under the supervision of Dr. Haney, the candidate will assist in the day-to-day operations of studies in the Substance Use Research Center at the New York State Psychiatric Institute. The start date for this position will be in July 2018, and we are looking for candidates who can commit to at least 2 years with our team.

Duties and Responsibilities:

The candidate will be responsible for coordinating day-to-day lab procedures and ensuring the smooth operation of the Cannabis Research Laboratory. Responsibilities include telephone screening for inpatient and outpatient laboratory research studies, carrying out study procedures, collecting data, and submitting and maintaining IRB protocols. The candidate will also be responsible for scheduling physical and psychological interviews, scheduling hourly staff, managing and training volunteers, and conducting laboratory physiological measures (blood pressure, electrocardiograms, blood draws, urine sample collection and drug testing).

Duties also include maintaining accurate and comprehensive records of research sessions, data entry and organization, managing petty cash payments, and ordering laboratory supplies.

Minimum Qualifications:

Bachelor's degree required, preferably in a social or biological science. Organizational skills, attention to detail, good judgment and the ability to work without continuous supervision are critical components of this position. Need to be willing to work flexible shifts, including weekends. Proficiency with Microsoft Excel, Word, and PowerPoint are essential. Must agree to be certified in phlebotomy.

Preferred Qualifications:

Experience in behavioral science laboratory and/or human participants research preferred. Those with experience with IRB submissions and database management will be given preference.

Please include a cover letter with your application, including three professional references.

To Apply: Submit a resume and cover letter by May 17, on our website at <https://nyspi.applicantpro.com/jobs/>. Only applications submitted through our website will be considered.

The Research Foundation is a private not-for-profit corporation and is not an agency or instrumentality of the State of New York. Employees of the Research Foundation are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. Excellent Benefits Package. Employer/Minority/Women/Disabled/Veteran Employer. VEVRAA 41 CFR 60-300.5(a) compliant.