

## **Research Program Assistant in the Addiction Sciences Division at the Medical University of South Carolina**

### **Job Description Summary**

The candidate will provide technical and professional research services in the Addiction Sciences Division of MUSC for Dr. Jennifer Dahne. This position is for an employee who is capable of performing the full range of professional duties in their assigned program area.

**Work Scheduled:** Monday - Friday, 8:30AM - 5:00PM; on campus

### **Job Duties:**

- 35% - Collect demographic, behavioral, and psychological research data, primarily through remote methods (e.g., via phone, video). Assessment approaches include questionnaires, interviews, and human laboratory methods and are a blend of in-person, phone, and video assessments. Strong phone (i.e., interpersonal) skills are a necessity.
- 35% - Manage data collection and entry functions including development and testing of REDCap databases. Scrutinize on an ongoing basis the effectiveness of study procedures and suggest changes in study procedures when indicated. Recognize errors in the database system when reviewing participant self-report data.
- 25% - Coordinate, manage, and aid in recruitment (including consent and participant scheduling), tracking, and retention of all research participants. Prepare tracking reports as needed and present status to the research team monthly, including areas of improvement regarding recruitment procedures.
- 5% - Perform other duties as required such as train within the eIRB system to assist in minor amendments if needed.

**Preferred Training and Experience:** A bachelor's degree and 6 months of relevant program experience. A background in research, including in the development of electronic research databases within REDCap and/or EPIC is preferred. Ability to collect, organize, and analyze information in a clear and concise manner. Ability to establish and maintain effective working relationships with physicians, sponsors, and other health care professionals. REDCap and EPIC experience is also preferred.

### **Additional Job Description**

**Minimum Requirements:** A high school diploma and **two years** relevant program experience. A bachelor's degree may be substituted for the required program experience.

**Physical Requirements:** (Note: The following descriptions are applicable to this section: Continuous - 6-8 hours per shift; Frequent - 2-6 hours per shift; Infrequent - 0-2 hours per shift) Ability to perform job functions in an upright position. (Frequent) Ability to perform job functions in a seated position. (Frequent) Ability to perform job functions while walking/mobile. (Frequent) Ability to work indoors. (Continuous) Ability to work outdoors in all weather and temperature extremes. (Infrequent) Ability to work in confined/cramped

spaces. (Infrequent) Ability to perform job functions from kneeling positions. (Infrequent) Ability to squat and perform job functions. (Infrequent) Ability to perform 'pinching' operations. (Infrequent) Ability to fully use both hands/arms. (Continuous) Ability to perform repetitive motions with hands/wrists/elbows and shoulders. (Frequent) Ability to reach in all directions. (Frequent) Possess good finger dexterity. (Continuous) Ability to maintain tactile sensory functions. (Continuous) Ability to lift and carry 15 lbs., unassisted. (Infrequent) Ability to lift objects, up to 15 lbs., from floor level to height of 36 inches, unassisted. (Infrequent) Ability to lower objects, up to 15 lbs., from height of 36 inches to floor level, unassisted. (Infrequent) Ability to push/pull objects, up to 15 lbs., unassisted. (Infrequent) Ability to maintain 20/40 vision, corrected, in one eye or with both eyes. (Continuous) Ability to see and recognize objects close at hand. (Frequent) Ability to see and recognize objects at a distance. (Frequent) Ability to determine distance/relationship between objects; depth perception. (Frequent) Good peripheral vision capabilities. (Continuous) Ability to maintain hearing acuity, with correction. (Continuous) Ability to hear and/or understand whispered conversations at a distance of 3 feet. (Frequent) Ability to perform gross motor functions with frequent fine motor movements. (Frequent) Ability to work in dusty areas. (Infrequent)

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