

**Job Location** Los Angeles, California – US **RESEARCH ASSISTANT POSITION**

**The Levitt Lab at Children’s Hospital Los Angeles, Division of Research on Children, Youth, and Families (CHLA DRCYF)** is hiring one full-time Research Assistant to participate in the recruitment and retention of participants in research studies investigating factors that influence early child development.

**Primary responsibilities include:**

- 1) Participant recruitment:
  - a) Develop and maintain a network of community and clinician contacts to identify and source participants
  - b) Communicate with recruitment partners, and follow-up with leads in a timely manner
  - c) Develop and implement multiple recruitment strategies, including use of databases, social media, institutional marketing, working with community organizations
  - d) Distribute flyers and other approved recruitment materials to recruitment partners in the LA county area
  - e) Demonstrate comprehensive knowledge of research protocols and approved IRB applications, including inclusion and exclusion criteria, length of longitudinal study, number of visits, type of study, and other pertinent information necessary to appropriately educate recruitment partners and potential participants regarding the study
  - f) Fundamental understanding of policies and guidelines regarding human subjects research
  - g) Identify opportunities to further enhance recruitment efforts by organizing and attending community outreach events and developing relationships with community and clinical partners
  - h) Design study brochures/flyers
  - i) Answer incoming calls and conduct outbound calls to provide more information about research studies to potential participant families
  - j) Ensure recruitment of subjects in accordance with provided timelines and expectations
  
- 2) Participant engagement and retention
  - a) Present research information to large audiences
  - b) Conduct prescreening surveys to subjects via phone to determine eligibility
  - c) Schedule study visits and conduct appointment reminder calls
  - d) Communicate to the subject instructions regarding preparation for their visits
  - e) Request and assist in coordinating transportation for eligible participants
  - f) Establish and maintain a working relationship with subjects currently participating in the studies
  
- 3) Data management
  - a) Track and distribute to the research team weekly statistics on referral source
  - b) Track and distribute to the research team monthly reports on numbers of enrolled, screen failed, early discontinuation, active subjects, and scheduled visits for all studies
  - c) Log communication with participants

4) Various duties, tasks and projects as assigned on an individual basis

**Requirements:**

- Bachelor's degree or associates degree in marketing, political science, psychology, communications, or related scientific field
- Excellent written and verbal English and Spanish communication skills
- Excellent time-management skills, ability to multitask, and attention to detail
- Proactive and able to work independently
- Work well as part of a collaborative team
- Communication skills sensitive to the delicate and confidential nature of asking people health related questions
- Excellent telephone manners and listening skills
- Able to effectively present information and respond to questions from recruitment partners and participants
- Navigate multiple computer applications with speed, accuracy, and proficiency. Software programs include database management, presentation packages, spreadsheets from Excel, and advanced word processing
- Highly detailed and organized
- Able to function effectively in a team setting
- Needs to demonstrate consistent professional conduct
- Able to read, analyze, and interpret study protocols for recruitment purposes

The position is available immediately. This is a full-time position with a minimum expected commitment of two years. This position is ideal for individuals with prior research experience recruiting families for pediatric research with a cultural understanding of diverse peoples.

To apply: Please apply using this link <https://jobs.chla.org/careers-home/jobs/32458?lang=en-us>  
Review of applications will begin immediately and continue until the position is filled. The position is contingent on passing a technical skills interview.