

Clinical Research Assistant at Boston Children's Hospital

75164BR

Medicine-Newborn Medicine

Job Posting Description

This **Research Assistant II** Will Be Responsible For :

- Recruiting, consenting, and scheduling pregnant women for research MRI studies.
- Performing data collection at study visits (e.g. questionnaires and other documents). Helping conduct MRI scans, and/or biological sample handling. Subject scans might happen in the early mornings, during the daytime or evening time.
- Be able to collaborate with IRB Regulatory Team and should know how to prepare IRB protocol applications, submit amendments and all other regulatory documentation requiring review by the IRB. Maintaining and updating information as required by Hospital and Sponsor/NIH guidelines.
- Making sure that all investigators at the different research sites involved in this multi-centered project (BCH, MIT, MGH, BI and BWH) are up to date with their scheduled tasks. Helping with the organization and the agenda of the weekly, monthly and quarterly progress report meetings.
- Building and maintaining study databases (e.g., REDCap).
- Conducting preliminary analysis and data organization tasks.
- Assisting with web page design and maintenance.
- Work with staff and investigators of the primary NIH projects as well as the overlapping and dependent studies within the FNNDSC.
- Provides positive and effective customer service that supports departmental and hospital operations.
- Contributes to the teamwork within and between departments and organizations.

To qualify, you must have:

- Bachelor's Degree in STEM & Psychology
- Minimum of one year of relevant work experience.
- Analytical skills to resolve complex problems requiring the use of scientific, mathematical, or technical principles and in depth, experienced based knowledge.
- Ability to communicate effectively both orally and in writing.

Boston Children's Hospital offers competitive compensation and unmatched benefits including flexible schedules, affordable health, vision and dental insurance, child care and student loan subsidies, generous levels of time off, 403(b) Retirement Savings plan, Pension, Tuition and certain License and Certification Reimbursement, cell phone plan discounts and discounted rates on T-passes. Experience the benefits of passion and teamwork.

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