

# Clinical Research Assistant at the University of Michigan

## Summary

The Emotion and Temporal Dynamics (EmoTe) Lab, Prechter Bipolar Research Program, and Circadian and Sleep Research Lab at the University of Michigan have a collaborative project focused on understanding the role of sleep and circadian functioning in bipolar disorder. This project combines clinical, affective, circadian, and biological sciences to uncover mechanisms underlying mood, energy, and sleep dysregulation in bipolar disorder. This is an ideal position for those interested in pursuing graduate school in psychology/neuroscience or medical school. Opportunities exist for individual research projects as well as working with the study primary investigators (Dr. Sarah Sperry and Dr. Helen Burgess) on scientific posters and papers.

## Why Join Michigan Medicine?

Michigan Medicine is one of the largest health care complexes in the world and has been the site of many groundbreaking medical and technological advancements since the opening of the U-M Medical School in 1850. Michigan Medicine is comprised of over 30,000 employees and our vision is to attract, inspire, and develop outstanding people in medicine, sciences, and healthcare to become one of the world's most distinguished academic health systems. In some way, great or small, every person here helps to advance this world-class institution. Work at Michigan Medicine and become a victor for the greater good.

## What Benefits can you Look Forward to?

- Excellent medical, dental and vision coverage effective on your very first day
- 2:1 Match on retirement savings

## Responsibilities\*

### Characteristic Duties and Responsibilities:

Knowledge of all 8 competency domains is expected:

1. Scientific Concepts and Research Design

2. Ethical Participant Safety Considerations
3. Investigational Products Development and Regulation
4. Clinical Study Operations (GCP's)
5. Study and Site Management
6. Data Management and Informatics
7. Leadership and Professionalism
8. Communication and Teamwork

With guidance from senior faculty and research personnel, the Clinical Research Assistant will act as a liaison between participants and members of the study team. With guidance, this individual will take a lead role in managing the study by handling organizational and administrative details of assigned projects, including but not limited to:

- Participant recruitment (via the Prechter Bipolar Longitudinal Study of Bipolar Disorder, UMHealthResearch, etc.)
- Perform diagnostic screens, obtain informed consent, and schedule potential research subjects according to study inclusion/exclusion criteria.
- Coordinate study visits and long-term follow-up of study participants with some oversight of day-to-day operation of project.
- Study visits include an overnight stay in the Sleep and Circadian Research Lab's Sleep Laboratory. CRC's must be willing to supervise these study visits and stay overnight 1 to 2 times per week. Schedules will be adjusted flexibly to ensure adequate recovering from overnights.
- Collect data and enter into appropriate systems for future analysis.
- Assess mood in participants, using standardized questionnaires. Perform other study procedures as required by study protocols. Examples of other procedures may include collection, processing & management of biological samples (e.g., saliva, urine), working with mobile phone apps, working with wearable sleep trackers.
- Assist in preparation of IRB applications, progress reports and other summary materials.

- Create and manage study materials (Standard Operating Procedures, recruitment materials, etc.)

## **Required Qualifications\***

- High School Diploma or equivalent.
- Strong interpersonal and communication skills.
- Exceptional organizational skills and attention to detail.
- Quick thinking, problem-solving skills, and ability to change tasks quickly and frequently.

## **Desired Qualifications\***

- Associate Degree in Health Science or an equivalent combination of related education and experience is desirable. An understanding of medical terminology, experience in a large complex health care setting, ability to effectively communicate with staff and faculty of all levels, and knowledge of university policies and procedures is desirable.
- Some understanding of mood disorders.
- Some familiarity with or specific interest in bipolar disorder, mobile mental health technologies or sleep and circadian functioning.
- Familiar with REDCap, or similar data management software.
- Familiarity with MiChart / EPIC / Medical charting systems.
- Ability to work comfortably with biological samples.

## **Work Schedule**

Administrative and most study-related tasks for this position follow a traditional work week; however, the study involves overnight research participation that will require the Clinical Research Assistant to supervise (an overnight in the lab space). It is expected that this position may involve one to two overnights per week. Hours will be adjusted accordingly to ensure adequate recovery.

## **Work Locations**

Rachel Upjohn Building, 4250 Plymouth Road, Ann Arbor

This is an in person position. Individuals in this position will be expected to work onsite at the Rachel Upjohn Building 5 days per week.

## **Additional Information**

Michigan Medicine is firmly committed to advancing inclusion, diversity, equity, accessibility, and belonging, which are core to the culture and values of the Medical School Office of Research. Our community supports recruiting and cultivating a diverse workforce as a reflection of our commitment to serve the diverse people of Michigan and the world. We strive to create a work culture where each team member feels respected, valued, and safe.

## **Background Screening**

Michigan Medicine conducts background screening and pre-employment drug testing on job candidates upon acceptance of a contingent job offer and may use a third-party administrator to conduct background screenings.

Background screenings are performed in compliance with the Fair Credit Report Act. Pre-employment drug testing applies to all selected candidates, including new or additional faculty and staff appointments, as well as transfers from other U-M campuses.

In addition to the screenings indicated above under Michigan law, a criminal history check including fingerprinting is required as a condition of transfer or employment for this position.

## **Application Deadline**

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

## **E-Verify**

The University of Michigan participates with the federal EVerify system. Individuals hired into positions that are funded by a federal contract with the FAR EVerify clause must have their identity and work eligibility confirmed by the EVerify system. This position is identified as a position that may include the EVerify requirement.

## **U-M EEO/AA Statement**

The University of Michigan is an equal opportunity/affirmative action employer.

[Apply here!](#)