

Clinical Research Assistant

The Movement Disorder Center at the Beth Israel Deaconess Medical Center, a Parkinson's Foundation Center of Excellence is hiring a Clinical Research Assistant (CRA) to begin work approximately August of this year (2023). The CRA will work on clinical research projects studying medical and surgical treatment of neurological disorders including Parkinson's disease, dystonia, and essential tremor. **Research** responsibilities include: scheduling research subjects, preparing charts and lab supplies for subject visits, filing documentation related to research studies, recording research data on source documents and electronic databases, collecting and processing laboratory specimens, administering patient questionnaires, and assisting in patient recruitment. The position involves direct patient interactions when assisting with research study visits.

Administrative and other responsibilities include assisting with the completion of regulatory and Institutional Review Board documents, organizing logistics for center events, working on patient educational and support programs, booking room reservations for center meetings, and assembling patient information folders. As a member of the interdisciplinary team, the CRA will be expected to attend team meetings and educational seminars, which may occasionally happen on weekends.

The candidate must be willing to commit to the full-time CRA position for two years (or more).

Applicants should have a Bachelor's Degree in a health/science field or expect to have one by August of 2023, excellent organizational skills, computer literacy, an interest in clinical research, and the ability to function independently. Good interpersonal skills are essential.

Interested candidates should please contact Dr. David K. Simon, MD PhD by email at dsimon1@bidmc.harvard.edu and send a CV as well as a brief statement regarding your interest in the position.