

Full-Time Research Assistant – CARL Lab @ UChicago



Job Summary

The Clinical Addictions Research Laboratory (CARL), under the supervision of its Director, Andrea C. King, Ph.D., conducts human laboratory studies of responses to substances, smartphone-based studies of substance use in the natural environment, and clinical trials research mainly focused on disadvantaged and medically-compromised smokers. The research assistant will provide support in all areas of clinical investigation, including but not limited to: participant recruitment, interviewing and screening; conducting experimental sessions, database management, and follow-up assessments; providing administrative and infrastructure support in literature reviews, equipment calibration and maintenance, and organizing and filing records and study materials. Knowledge of MS Office (Word, Excel, etc.), communication skills, reliability, and detail-oriented work are necessary. Prior experience in human subjects testing, database and graphical packages, and statistics are desired.

Responsibilities

- Responsible for all aspects of research projects, including study recruitment and retention, participant screening and enrollment, data entry, and study-related communications among key personnel and participants.
- Facilitates and monitors data collection, including obtaining subjective, objective (e.g. vital sign readings, etc.), biological (e.g. urine, blood, saliva, etc.), and performance (e.g. fine motor tasks, neurocognitive tasks, eye movement tasks, etc.) measures.
- Provides administrative support (i.e. petty cash distribution, equipment inventory and maintenance, scientific literature reviews, etc.) and maintains detailed records of study and lab standard operating procedures.
- Assists in development of data tables, graphs and charts and preparation of material for presentation
- Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the University of Chicago Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).
- Conduct screenings and participant interviews as needed, ensure database management, entry and verification of measures not obtained by computer, supervise and schedule sessions, perform clinical interviews as needed, and assist the lab manager on regulatory paperwork, scheduling and management of all disbursements and receipts.
- Provides routine or standardized laboratory duties by collecting data in support of research projects under direct supervision.
- Collects and enters data. Assists in analysis of data and with preparation of reports, manuscripts and other documents.
- Performs other related work as needed.

Job Posting Link: https://uchicago.wd5.myworkdayjobs.com/External/job/Hyde-Park-Campus/Research-Technician---L-2_JR15070

Application review beginning immediately.