

Clinical Research Assistant at the Medical College of Wisconsin

Position Description:

Purpose

Assist study coordinators by providing administrative, recruitment, and data collection support for clinical research studies.

Primary Functions

- Under direction of the study coordinator and/or principal investigator, conduct research activities to include recruit, enroll and follow-up with study participants; administer surveys; conduct assessments and interviews as directed.
- Coordinate patient study visits. Maintain up-to-date schedules of study visits and occupied study resources. Organize study participant charts and files, and distribute to appropriate location.
- Coordinate research-related projects such as mailings, participant contact information, patient visits and focus groups.
- Collect samples from patients as needed. Process and transport samples as directed.
- Collect required data from study coordinators. Code and enter onto clinical research forms and into computerized database.
- Collaborate with team members to ensure all study tasks are completed as expected.
- Maintain log of stipends allocated for and distributed to study participants.
- Assist with the creation of brochures, flyers and educational materials as needed.

Knowledge – Skills – Abilities

Knowledge of biology, chemistry, mathematics, documentation, and records management.

Data utilization, complex problem solving, critical thinking, resource management, and writing skills.

Preferred Schedule:

Position Requirements:

Specifications

Appropriate experience may be substituted for education on an equivalent basis

Minimum Required Education: High School Diploma

Minimum Required Experience: 1 year

Certification:

CITI training within 90 days of hire

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