

Program Assistant in the College of Nursing at the Medical University of South Carolina

Job Description Summary

The Program Assistant supports the successful implementation of cancer-related research studies within the MUSC College of Nursing by coordinating study activities, ensuring compliance with research protocols and regulations, and assisting with participant recruitment and data collection. This role collaborates with investigators, clinicians, and patients to facilitate high-quality research and advance clinical outcomes.

Entity

Medical University of South Carolina (MUSC - Univ)

Worker Type

Employee

Worker Sub-Type

Research Grant

Cost Center

CC001081 CON Office Of Research

Pay Rate Type

Hourly

Pay Grade

University-GEN06

Pay Range

37,200.00 - 48,300.00 - 59,500.000

Scheduled Weekly Hours

40

Work Shift

Job Description

MUSC Minimum Training and Experience Requirements:

A high school diploma and four years of relevant program experience. A bachelor's degree may be substituted for the required program experience.

Preferred Education & Experience:

- Strong interpersonal and communication skills
- Detail-oriented with a high degree of accuracy
- Demonstrates a strong work ethic and professionalism
- Self-motivated and able to work independently with minimal supervision
- Collaborative team player
- Exhibits compassion and sensitivity when working with patients and families affected by cancer

- Familiarity with REDCap
- Working knowledge of EPIC electronic health record systems

Job Duties:

Research operations (35%)

- Provide administrative support of recruitment strategies: prepares mailings, distributes flyers, phone marketing, etc.
- Screen participants for all studies independently (i.e screening for eligibility criteria)
- Schedule study visits and maintains subject level documentation for minimal risk studies or for other studies under direct supervision.
- Conduct visits for minimal risk studies independently. May also perform assessments for minimal risk studies or for greater than minimal risk studies under direct supervision.
- Collect data directly from participant or from the electronic medical record.
- Conduct and/or documents consent for participants in minimal risk studies. May conduct consent for studies greater than minimal risk under direct supervision.
- Collect, prepare or process adverse events under supervision.
- Review study participant charges in the medical record and ensure the route according to the Study Billing Plan.

Data and informatics (35%)

- Complete case report forms and enters data into EDC system(s). Resolves data queries.
- Coordinate proper data management according to protocol requirements and compliance, i.e. collect and record all data pertaining to study patients on the specific study and submit on time to research bases. Provide database support (design, implement, update and review for integrity).

Communication (10%)

- Participate in study team meetings and provide study status updates.
- Communicate and coordinate with other study personnel as required for study implementation and routine problem resolution.

Ethics and participant safety (10%)

- Understands the ethical conduct of research and safeguards needed when conducting human subjects research activities.

Leadership and Professionalism (10%)

- Encourage and supports colleagues in completing project work. Assists with identifying efficiencies and improving processes. Assists with other duties as directed.

Additional Job Description

Minimum Requirements: A high school diploma and four years of relevant program experience. A bachelor's degree may be substituted for the required program experience. Physical Requirements: (Note: The following descriptions are applicable to this section: Continuous - 6-8 hours per shift; Frequent - 2-6 hours per shift; Infrequent - 0-2 hours per shift) Ability to perform job functions in an upright position. (Frequent) Ability to perform job functions in a seated position. (Frequent) Ability to perform job functions while walking/mobile. (Frequent) Ability to work indoors. (Continuous) Ability to work outdoors in all weather and temperature extremes. (Infrequent) Ability to work in confined/cramped spaces. (Infrequent) Ability to perform job functions from kneeling positions. (Infrequent) Ability to squat and perform job functions. (Infrequent) Ability to perform 'pinching' operations. (Infrequent) Ability to fully use both hands/arms. (Continuous) Ability to perform repetitive motions with hands/wrists/elbows and shoulders. (Frequent) Ability to reach in all directions. (Frequent) Possess good finger dexterity. (Continuous) Ability to maintain tactile sensory functions. (Continuous) Ability to lift and carry 15 lbs., unassisted. (Infrequent) Ability to lift objects, up to 15 lbs., from floor level to height of 36 inches, unassisted. (Infrequent) Ability to lower objects, up to 15 lbs., from height of 36 inches to floor level, unassisted. (Infrequent) Ability to push/pull objects, up to 15 lbs., unassisted. (Infrequent) Ability to maintain 20/40 vision, corrected, in one eye or with both eyes. (Continuous) Ability to see and recognize objects close at hand. (Frequent) Ability to see and recognize objects at a distance. (Frequent) Ability to determine distance/relationship between objects; depth perception. (Frequent) Good peripheral vision capabilities. (Continuous) Ability to maintain hearing acuity, with correction. (Continuous) Ability to hear and/or understand whispered conversations at a distance of 3 feet. (Frequent) Ability to perform gross motor functions with frequent fine motor movements. (Frequent) Ability to work in dusty areas. (Infrequent)

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