

Program Assistant in Psychiatry/Addiction Services at the Medical University of South Carolina

Job Description Summary

The candidate will assist the Principal Investigator in the recruitment of research participants, the collection of psychological research data, data entry and organizational tasks for studies being conducted in the Department of Psychiatry/Addiction Sciences Division. The candidate will work on research studies which focus on the study of and development of interventions for interpersonal violence and addiction. The program assistant will be directly involved in the collection of questionnaires, interview, laboratory, and other research data.

Entity

Medical University of South Carolina (MUSC - Univ)

Worker Type

Employee

Worker Sub-Type

Research Grant

Cost Center

CC001039 COM PSYCH Addiction Science CC

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

FLSA: Hourly

Work Schedule: Monda - Friday, 8:30 am - 5:00 pm

Job Duties:

- **25%** The Program Assistant will coordinate and manage tracking of all research participants, which includes screening, recruitment, and scheduling of research participants. Manage scheduling of medical personnel for research study visits when necessary. Prepare tracking reports as needed and present status to the research team at weekly meetings.
- **20%** Performs diagnostic interviews consisting of structured clinical interviews and other related instruments and document participant assessment data in research records.

- **20%** Initiate and maintain accurate and comprehensive documentation as required by FDA, Institutional Review Board, study sponsors and Good Clinical Practice Guidelines in connection with research trials.
- **20%** Enters data into a computerized database and manage ongoing organization of patient data files.
- **5%** Scrutinize on an ongoing basis the effectiveness of study procedures and suggest changes in procedures when indicated.
- **5%** Maintains research supplies; monitors and arranges for periodic calibration of laboratory equipment.
- **5%** Performs other duties as assigned which may include handling saliva and blood, obtaining vital signs and assistance with data analysis.

Preferred Training & Experience: A high school diploma and two years relevant program experience. A bachelor's degree with mathematics and/or statistics courses may be substituted for the required work experience. A bachelor's degree in psychology, biology, nursing or other natural life, or health care field preferred. Knowledge of computer-based information systems desirable. Ability to present information effectively in both written and verbal form.

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)

If you like working with energetic enthusiastic individuals, you will enjoy your career with us!

The Medical University of South Carolina is an Equal Opportunity Employer. MUSC does not discriminate on the basis of race, color, religion or belief, age, sex, national origin, gender identity, sexual orientation, disability, protected veteran status, family or parental status, or any other status protected by state laws and/or federal regulations. All qualified applicants are encouraged to apply and will receive consideration for employment based upon applicable qualifications, merit and business need.

Medical University of South Carolina participates in the federal E-Verify program to confirm the identity and employment authorization of all newly hired employees. For further information about the E-Verify program, please click here:

<http://www.uscis.gov/e-verify/employees>

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