

RESEARCH ASSISTANT II with the Division of Adult Psychosocial Oncology and Palliative Care at Dana Farber Cancer Institute

GENERAL SUMMARY:

We are looking to add a member to our dynamic research team within the Department of Psychosocial Oncology and Palliative Care. Specifically, this project will examine psychosocial predictors of response to novel treatments (immunotherapy) in brain cancer. The research assistant will be expected to interface with the existing medical team and work with patients and their families to collect study data through electronic data capture methods (e.g. ipads). In addition, we expect some responsibilities related to troubleshooting data capture, accuracy of patients' report and integrity once data is downloaded from the original sources. Tasks and responsibilities are varied and dependent upon project aims, scope and duration.

This position is ideal for someone hoping to gain additional research experience before applying to medical/graduate school. Initial exposure to research methods, either in psychology or biomedical sciences, is expected.

PRIMARY DUTIES AND RESPONSIBILITIES:

Under general supervision, the Research Assistant II may be responsible for some or all of the following:

- Assist team in the coordination of project-related activities (ie. surveys/interviews) at study site.
- Contact, recruit and enroll research participants.
- Assist with coordination and preparation of project related meetings as requested and may be responsible for meeting minutes.
- Maintain databases (including data entry) and project documentation with accuracy, as needed.
- Maintain the security and confidentiality of all study materials and data.
- Coordinate pilot testing of study and surveys as needed.
- Conduct relevant literature searches and reviews as requested.
- Assist with documentation for and communication with institutional review board, including IRB submissions.
- Prepare study reports and protocols.
- Assist investigators with data analysis and manuscript preparation
- Other project-related or administrative responsibilities as requested by management

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM JOB QUALIFICATIONS:

- Bachelor's degree in natural or social science preferred. Prior research experience strongly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent interpersonal skills, dependable, motivated and willingness to learn new tasks.
- Computer skills, including prior use of Microsoft Office products.
- Ability to relate effectively in-person and on the telephone to diverse groups of people, community members, physicians, nurses, and researchers.
- Excellent organization, communication and problem-solving skills.
- Regard for patient/data privacy essential
- Good oral and written communication skills
- Organizational skills and ability to prioritize tasks
- Ability to complete work and to meet deadlines