

Research Assistant at Boston Children's Hospital

Job Posting Description

At Boston Children's Hospital, the quality of our care – and our inclusive hospital working environment – lies in the diversity of our people. With patients from local communities and 160 countries around the world, we're committed to reflecting the spectrum of their cultures, while opening doors of opportunity for our team. Here, different talents pursue common goals. Voices are heard and ideas are shared. Join us, and discover how your unique contributions can change lives. Yours included.

Job Summary

The Biobehavioral Research Laboratory in the Department of Psychiatry conducts studies examining the effects of maternal and child environmental exposures (e.g., stress/trauma, chemicals/toxins, caregiving quality) on children's developmental outcomes (e.g., stress physiology, mental and physical health, neurodevelopment). Current projects involve follow-up of a cohort of mothers recruited in pregnancy and their children for assessments when the children are between 7 and 12 years of age.

The responsibilities for the Research Assistant will be to:

- Recruit and consent participants for research studies through interviews and written communications. Provides detailed background information regarding studies to families, communicates all policies and procedures, and responds to all inquiries.
- Execute study visits remotely, in the lab, and in the home, including performing data collection and handling biospecimens.
- Serve as liaison to participants, guiding and advising them throughout the study.
- Coordinate follow-up visits. Acts as a resource to study participants, addressing any concerns they may have. Troubleshoot resolution of any issues that may arise throughout the study.
- Monitor and review data collection and data entry and informed consent procedures, ensuring consistency of application.
- Assist Principal Investigator in planning and implementing research studies and perform other miscellaneous administrative duties as assigned or required.
- Participate in the training of newly hired research study assistants, as needed.
- Create and prepare data collection statistical reports and analytical summaries for distribution to study research team for review and analysis. Prepare/update documentation for ensuring study quality (e.g., procedural manuals) and dissemination of findings (e.g., assistance with poster presentations, manuscripts) as necessary/requested.

- Coordinate activities between the study team and participating collaborators within and outside the hospital.
- Coordinate and prepare the necessary documentation for Institutional Review Board (IRB), Committee on Clinical Investigations (CCI) submissions, and NIH, together with the Principal Investigator of the study, as requested/needed.
- **In order to qualify, you must have:**
 - Bachelor's degree in an appropriately related discipline.
 - Flexible schedule, including some evenings and weekends. Hours will be adjusted to maximize recruitment and interviewing schedules.
 - Fluency in English and Spanish required.
 - Sensitivity in working with multicultural populations, traumatized women, and children.
 - High attention to detail and organizational skills, ability to multi-task, analytical skills to gather and interpret data in which the information or problems are moderately complex to complex.
 - Well-developed communication skills in order to provide critical information to participants, work collaboratively on a team, effectively deal with conflicting views or issues, and mediate fair solutions.
 - Phlebotomy experience is a plus. Willingness to be trained if no prior training.
 - Knowledge of Word, Excel, PowerPoint, and SPSS or SAS is a plus.
 - Valid driver's license is a plus.

Boston Children's Hospital offers competitive compensation and unmatched benefits, including a rotating days/evenings and week-end schedule, affordable health, vision and dental insurance, generous levels of time off, 403(b) Retirement Savings plan, Pension, Tuition Reimbursement, cell phone plan discounts and discounted rates on T-passes (50% off). Discover your best.

Please note: During a public health emergency, individuals in this role may be expected to take on additional duties to respond to organizational needs.

Boston Children's Hospital requires all employees to be vaccinated against COVID-19 and Flu, (unless you are eligible for a medical or religious exemption).

Boston Children's Hospital is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability.

APPLY HERE: <https://jobs.bostonchildrens.org/job/15492786/clinical-research-assistant-i-boston-ma/>