Research Assistant at the Medical University of South Carolina (Charleston, SC)

Job Description Summary

The candidate will work on a group of research studies within MUSC's Youth Collaborative that focus on evaluating treatments for youth alcohol and cannabis use disorder. The candidate will assist the Principal Investigator (Dr. Lindsay Squeglia) in the recruitment of research participants, the collection of psychological and biological research data, data entry, and organizational tasks. Primary duties include the coordination two studies that are testing cannabidiol (CBD) and citicoline as a possible medications to treat youth alcohol use disorder. The candidate will be directly involved in the collection of questionnaire, interview, laboratory, neuroimaging, and other research data related to ongoing and future research studies. After-hours and weekend work are required. Travel around the local Charleston area may also be required.

Work Schedule: M-F, 8:30AM - 5:00PM; occasional weekend work required

Job Duties:

- 25% - The Program Assistant will coordinate and assist with tracking of all research participants, which includes recruitment, screening, and scheduling of research participants. Manage scheduling of medical personnel for research study visits when necessary. Participate in weekly research team meetings.
- 25% - Conduct study visits and Intake assessments, including performing diagnostic interviews consisting of structured clinical interviews and other related instruments. Document participant assessment data in research records. Study visits after regular work hours (evenings, weekends, lesser holidays) may be required to accommodate participants' schedules for visit completion and/or recruitment activities.
- 10% - Assists with functional and structural magnetic resonance imaging sessions and data transfer.
- 10% - Enter data into a computerized database and manage ongoing organization of patient data files.
- 10% - Collection and testing of biological samples (urine, blood, saliva, breathalyzer).
- 10% - 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. Scrutinize on an ongoing basis the effectiveness of study procedures and suggest changes in procedures when indicated.
- 5% - Assist with regulatory documentation for submissions, DSMB meetings, and annual reports as required.
- 5% - Maintain research supplies and monitor and arrange for periodic calibration of laboratory equipment.

Application Link