

RESEARCH ASSISTANT IV AT UNIVERSITY OF ARIZONA

Posting Number	req13984
Department	Vet Med Administration
Department Website Link	https://vetmed.arizona.edu/
Location	Main Campus
Address	Tucson, AZ USA
Position Highlights	<p>The primary purpose of the position is to conduct psychology research data collection for an NIH-funded R01 nationwide clinical trial. The research topic is service dogs for military veterans with posttraumatic stress disorder (PTSD) and their families. This position will facilitate, implement, perform and oversee a wide variety of research activities. The role will involve developing and adapting research protocols. Data collection will be conducted remotely, so it will consist of telephone calls, video calls, emails, mailing, and text messages. On-site work is required to compile study packages to send, receive and process samples, and maintain the laboratory environment. The position will be part of an inclusive team environment.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please click here.</p>
Duties & Responsibilities	<p>Duties and Responsibilities:</p> <p>Data Collection:</p> <ul style="list-style-type: none">• Work directly with research participants nationwide, including military members and veterans as well as their spouses/partners to collect clinical trial data• Perform complex tasks to prepare for data collection• Conduct specialized research protocols and troubleshoot to adjust procedures as needed• Develop techniques and procedures for enhanced productivity, accuracy, and efficiency• Conduct telephone calls with research participants to: invite them to participate, build rapport and relationships, provide advice/guidance in study tasks, schedule assessments, troubleshoot, and be

the primary point of contact

- Understand study operations and be able to answer participant questions
- Communicate with participants in an inclusive, respectful, friendly, and professional manner
- Prepare study materials for research
- Process received study materials and enter data

Data Analysis:

- Analyze complex data, prepare technical reports, summaries, protocols, and quantitative results. Recommend any modifications needed
- Data entry, checking, and synthesis
- Maintain confidentiality of participant records and interactions
- Compile and analyze data status reports (e.g., participant recruitment, safety, completion, timelines)
- Track and maintain schedules (e.g., participant timelines, device allocation)
- Compile, update, and track DSMB, IRB, and IACUC documentation, present findings

Teamwork:

- Provide guidance and mentorship to undergraduate students working with the team, who can assist with study materials and data entry
- Organize and facilitate undergraduate tasks and teamwork
- Help lab members with tasks where needed
- Foster and maintain an inclusive, productive working environment

Laboratory:

- Maintain laboratory space and equipment
- Maintain organization of physical and virtual spaces and files
- Order supplies and liaise with suppliers
- Obtain, store and track received research samples
- Oversee the cleanliness and tidiness of equipment and environment

Knowledge, Skills, and Abilities:

- Excellent communication, interpersonal, and team skills (in person, writing, and telephone)
- Knowledge of project management
- Ability to implement project management skills
- Excellent time management skills
- Willingness to be flexible in daily tasks (integrate multiple tasks into workday)

	<ul style="list-style-type: none"> • Ability to work independently under moderate supervision • Working knowledge of Microsoft Office Suite programs
Minimum Qualifications	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • High school diploma or equivalent, or equivalent learning attained through experience required. • Minimum of 7 years of relevant experience required. <p>or</p> <ul style="list-style-type: none"> • Associates' Degree or equivalent advanced learning attained through experience required. • Minimum of 5 years of relevant experience required in addition to education requirement.
Preferred Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree • Experience with REDCap, Qualtrics, or similar survey instruments preferred, but not required
FLSA	Non-Exempt
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Job FTE	1.0
Work Calendar	Fiscal
Job Category	Research
Benefits Eligible	Yes - Full Benefits
Rate of Pay	\$18.78 - \$24.53
Compensation Type	hourly rate
Grade	5
Career Stream and Level	OC4
Job Family	Research & Lab
Job Function	Research
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Number of Vacancies	1
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Katie Chimienti kchimienti@arizona.edu
Open Date	3/9/2023
Open Until Filled	Yes
Documents Needed to Apply	Resume, Cover Letter, and One Additional Document
Special Instructions to Applicant	Documents Needed to Apply: Resume Cover Letter AND

	<p>Three (3) samples of organizational and technical skills. Please collate all three examples into one PDF document for submission.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> Organized and formatted document in Microsoft Word Organized and formatted spreadsheet in Microsoft Excel Organized and formatted email PowerPoint presentation PDF Screenshot of organized calendar Organized project/task list in Asana or other project management software Other sample of organizational and technical skills
<p>Diversity Statement</p>	<p>At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.</p>

Apply here:

<https://arizona.csod.com/ux/ats/careersite/4/home/requisition/13984?c=arizona>