

## Research Study Assistant at Northwestern University

### Job Summary:

Performs biomedical &/or social-behavioral research by administering tests &/or questionnaires following protocols; collecting, compiling, tabulating &/or processing responses; gathering information; &/or assisting in the preparation of material for inclusion in reports. Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

Center & Department Description: Job Activities: This job will support research led conducted by Dr. Andrea K. Graham focused on designing, testing, optimizing, and implementing digital interventions for individuals with mental and behavioral health problems. Primary responsibilities will focus on assisting with a NIH-funded research project to design and test a mobile intervention that addresses binge eating and weight management among adults (R01 DK133300). Primary activities include recruiting, enrolling, and conducting study assessments as a part of a micro-randomized clinical trial; helping provide study management and ensuring processes follow standards; assisting with analysis and dissemination activities; and assisting with grant submissions. As such, this individual should have excellent organization, verbal, written, and interpersonal skills; strong attention to detail; and should demonstrate strong initiative. Professional development opportunities are available, including attending study team meetings; potential to co-author scientific papers for presentation and publication; and attending seminars and presentations offered through Northwestern University. This position is ideal for individuals who are interested in pursuing medical school or a PhD in the future and/or a career in healthcare or research, as well as individuals who are interested in gaining content and methodological experience and knowledge related to behavioral science, digital intervention research, digital mental health, and/or eating disorders and weight-related research. A commitment of working in this position for 2 years (or more) is preferred. The Research Study Assistant will be expected to work in the office three days per week.

Center & Department Description: This position is housed in the Center for Behavioral Intervention Technologies (CBITs; [www.cbits.northwestern.edu](http://www.cbits.northwestern.edu)) where Dr. Graham is Co-Director, and the Department of Medical Social Sciences in Northwestern University's Feinberg School of Medicine. CBITs offers a unique scientific home for interdisciplinary scholars working in psychology, human-computer interaction, computer science, biostatistics, implementation science, and health disparities. The mission of CBITs is to design, evaluate, and sustainably implement digital mental health solutions. The overarching theme of CBITs' research is focused on the design, evaluation, and implementation of technology-enabled interventions for mental health problems in the context of real-world care settings. The Department of Medical Social Sciences is a leader in health measurement, quality-of-life measures, outcomes science and statistical tools to support clinical research. Members leverage the social sciences, such as psychology, sociology, anthropology, and economics, to create and apply innovations that improve the health of our community and our society.

*Please note:* This individual will have a private cubical work area within the Center for Behavioral Intervention Technologies in the Feinberg School of Medicine.

### Specific Responsibilities:

#### *Technical*

- Recruits study participants.
- Reviews & obtains informed consent.
- Schedules study visits with participants.
- Conducts interviews.
- Scores test results.
- Collects survey data.

- Reviews medical records.
- Consults with nurses & physicians to determine pretreatment & eligibility requirements of protocol from completion to registration of participants.
- Facilitates communication with key personnel & participants to maintain project study flow.

#### *Administration*

- Maintains detailed records of results which may include collecting, extracting & entering data; &/or preparing basic charts & graphs.
- Performs scientific literature searches in support of research.
- Completes portions of grant applications &/or documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

#### *Finance*

- May process reimbursements for travel expenses.
- Monitors & distribute petty cash.
- Processes invoices &/or purchase requisitions.
- Coordinates fund distribution among multiple sponsors and clinical sites.

#### *Supervision*

- May train other research staff to interview/test participants.

#### *Miscellaneous*

- Performs other duties as assigned.

#### **Minimum Qualifications:**

- A bachelor's degree in a social or health science + no experience or 2 years practical research study or related experience is required.
- Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

#### **Minimum Competencies: (Skills, knowledge, and abilities.)**

- Basic understanding of psychological/socio-behavioral research

#### **Preferred Qualifications:**

- Experience conducting psychological research, research on using technologies for behavior change, and/or research on eating disorders and obesity; or leadership experience that could be applied to working collaboratively on a research team.
- The ideal candidate will have an interest in psychology, eating disorders or obesity research, and digital mental health and using technology for behavior change.

#### *Benefits:*

***At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us***

***at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.***

#### *Work-Life and Wellness:*

***Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles. We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.***

#### *Professional Growth & Development:*

***Northwestern supports employee career development in all circumstances whether your workspace is on campus or at home. If you're interested in developing your professional potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.***

***Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe***

illness. More information can be found on the [COVID-19 and Campus Updates](#) webpage.

*The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.*

*Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).*

Apply here:

[https://careers.northwestern.edu/psc/hr857prd\\_er/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_SCHJOB\\_FL&Action=U&](https://careers.northwestern.edu/psc/hr857prd_er/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U&)

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