

## 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), and the Code of Federal Regulations (CFR).

### Specific Responsibilities:

#### Technical

- Recruits study participants.
- Reviews & obtains informed consent.
- Schedules study visits with participants.
- Conducts screening.
- Data Entry.
- Escorts participants to the imaging facility and oversees administration of research protocols.
- Consults with nurses & physicians to determine pretreatment & eligibility requirements of protocol from completion to registration of participants.
- Prepares and organizes agenda for lab meetings.
- 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.
- Performs other duties as assigned.

### Minimum Qualifications: (Education, experience, and any other certifications or clearances)

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience.
- Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

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

- Data Entry

### Preferred Qualifications: (Education and experience)

- A bachelor's degree in a social or health science.
- Previous research experience.

### Preferred Competencies: (Skills, knowledge, and abilities)

- Experience with one or more of the following: Neuroimaging studies, Psychophysiology, Eye tracking studies, tDCS, Hormone Studies, Blood draws, exercise studies.

*This position is a full-time position at 37.5 hours per week and works on-site five days a week. The target hiring range for this position will be between \$32,397-\$45,571 per year, which is \$16.55-\$23.28 per hour. Offered salary will be*

determined by the applicant's education, experience, knowledge, skills and abilities, as well as internal equity and alignment with market data.

**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](#).

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