

Research Study Assistant in the ADAPT Lab at Northwestern

Job Summary

The Adolescent Development and Preventive Treatment (ADAPT) lab (PI Vijay Mittal) conducts research following adolescents and young adults at high-risk for serious mental illness, and uses this information to develop novel assessments and treatments. This position is for a research study assistant who will serve to manage one or more of the lab's ongoing studies. Salary range is \$33,000-35,000. This job includes: Performing 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. It also involves: Completing 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).

Principal Accountabilities

Technical

- Recruits study participants.
- Reviews & obtains informed consent.
- Schedules study visits with participants.
- Conducts screening interviews.
- Consults with nurses & physicians to determine pretreatment & eligibility requirements of protocol from completion to registration of participants.
- Enter Data
- Escorts participants to the imaging facility and oversees administration of research protocols.
- 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

- 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; prior experience serving as a research assistant or lab manager in a lab; OR appropriate combination of education and experience.
- Must complete Northwestern's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Minimum Competencies

- Data entry.

Preferred Qualifications

- A bachelor's degree in a social or health science.
- Previous research experience.
- Experience in data entry and organization.
- Experience n interacting with research participants.
- Familiarity or experience with R, Matlab, SPSS and/or coding.
- Familiarity or experience in working with financial reports.
- Familiarity or experience in working with IRB submissions.

Preferred Competencies

- Experience with one or more of the following: Neuroimaging Studies, Psychophysiology Studies, Eye Tracking Studies, tDCS, Hormone Studies, Blood Draws, Exercise Studies

Apply here:

https://careers.northwestern.edu/psc/hr857prd_er/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEAR CH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U&

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