

# Research Assistant at the University of Michigan

## Job Summary:

We are looking for a personable, empathetic, self-motivated and organized Research Assistant to help with intervention activities for multiple studies addressing alcohol, cannabis, tobacco, opioid, and stimulant use among young adults and adults. Key job responsibilities will include literature reviews, building surveys, conducting chart reviews, contacting, enrolling, collecting data, and delivering interventions to participants recruited remotely using phone, text, and app-based platforms. This is a great opportunity for candidates interested in gaining hands-on clinical research experience before applying to graduate or medical school.

## Characteristic Duties and Responsibilities:

Knowledge of all 8 competency domains is expected:

1. Scientific Concepts and Research Design
2. Ethical Participant Safety Considerations
3. Investigational Products Development and Regulation
4. Clinical Study Operations (GCPs)
5. Study and Site Management
6. Data Management and Informatics
7. Leadership and Professionalism
8. Communication and Teamwork

Responsibilities may include, but are not limited to:

- Deliver brief interventions in real time with study participants via phone or video conferencing applications
- Assist with the development of new intervention content
- Triage and document suicide risk assessments as needed
- Complete participant tracking paperwork accurately and efficiently
- Locate and contact enrolled participants for study reminders
- Requesting, distributing and documenting transactions of subject incentive payments in accordance with university guidelines.
- Uploading participant data to data repositories for data sharing

## Required Qualifications:

High school diploma or GED is necessary.

This position requires flexibility and availability to work a varying schedule with some morning, afternoon, late evening, and weekend shifts. We are looking for someone who: is personable, empathetic and able to communicate effectively; has excellent organizational skills and can prioritize

competing tasks to meet deadlines; and is able to work independently for extended periods of time while also being a team player and maintaining effective communication with the study coordinator and principal investigators. Must be comfortable interacting with diverse populations and discussing sensitive topics (substance use, suicide and related mental health concerns) with study participants.

**Desired Qualifications:**

Bachelor's Degree in Psychology, Social Work, Public Health or a related health field is desirable. Previous exposure to behavioral interventions (either in research or clinical settings), knowledge of the research process, experience in a large complex health care setting, ability to effectively communicate with staff and faculty of all levels, and knowledge of university policies and procedures is desirable. Experience working on a multi-disciplinary team and using MiChart, Qualtrics, MS Excel and Access is also preferable.

**Additional Information:**

Michigan Medicine is firmly committed to advancing inclusion, diversity, equity, accessibility, and belonging, which are core to the culture and values of the Medical School Office of Research. Our community supports recruiting and cultivating a diverse workforce as a reflection of our commitment to serve the diverse people of Michigan and the world. We strive to create a work culture where each team member feels respected, valued, and safe.

**Please follow this link to read a full description of the position and to apply:**

[https://careers.umich.edu/job\\_detail/224576/research-assistant-temp](https://careers.umich.edu/job_detail/224576/research-assistant-temp)