

## Research Assistant at Auburn University

The Appearance Concerns, Eating, Prevention, and Treatment (ACCEPT) Lab at Auburn University is seeking a fulltime Research Assistant to work on a grant-funded study that is a clinical trial of virtual treatment for LGBTQ individuals with eating disorders. This project will be conducted alongside partners at San Diego State University; however, this position is housed within Auburn University. The research assistant will work under the mentorship of Dr. Tiffany Brown. This position will assist Dr. Brown with all aspects of running the research study including planning and managing study protocols and logistics, collecting data, following up with participants, and scheduling participants.

The Research Assistant will also collaborate with investigators, staff, and students across the research teams at SDSU and Auburn University. Opportunities for mentorship in conference submissions and manuscript writing will be supported.

\*This job may be eligible for remote work per university guidelines and policies.

About Auburn: At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship, and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

Why employees choose Auburn: Auburn University was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts, and more!

Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting [aub.ie/working-at-auburn](http://aub.ie/working-at-auburn).

Our Commitment: Auburn University is committed to a diverse and inclusive campus environment. Visit [auburn.edu/inclusion](http://auburn.edu/inclusion) to learn more about our commitment to expanding equity and inclusion for all.

### Essential Functions

- Collects, records, and processes data related to research study procedures (coordinating recruitment efforts, obtaining informed consent, scheduling, conducting phone screen assessments, overseeing assessments and data collection, making reminder and follow up phone calls to participants, coordinating intervention fidelity and interrater reliability monitoring etc.)
- Attends regular operations and lab meetings with Principal Investigators
- Assists with the development of research plans and protocols, supervise undergraduate research assistants and other study staff, and assists with logistical

considerations including materials and labor needs (e.g., maintaining the quality management system and documentations, IRB documentation, preparing materials and progress reports for the Institutional Review Board (IRB), ClinicalTrials.Gov, Data Safety and Management Board (DSMB), and National Institute of Health (NIH))

- Prepares purchasing, reimbursement and remittance documentation
- Trains and supervises undergraduate research assistants
- May assist in the preparation of research results for publication or presentation at conferences to include assisting in literature reviews and assisting in the writing of results and discussions.

#### Minimum Qualifications

Education: Bachelor's degree from an accredited institution in Psychology, Neuroscience, or closely related field.

#### Minimum Skills, License, and Certifications

##### Minimum Skills and Abilities

- Strong interpersonal and organizational skills; Strong problem-solving skills; Demonstrated ability to multitask, manage multiple and competing priorities, and prioritize different task demands.
- Exceptional attention to detail/conscientiousness and high standards for accuracy; Excellent time management skills, and ability to meet deadlines and achieve goals; Ability to create, follow, and maintain detailed protocols; Ability to communicate effectively in writing and verbally with study personnel; Ability to handle sensitive clinical data from participants; Ability to respond to constructive feedback and work both independently and collaboratively in a team environment.
- Ability to work with and motivate others; Ability to display cultural sensitivity and respect to ethnically, culturally, sexually, and gender diverse individuals, communities, and organizations; Ability to interact with empathy, compassion, and sensitivity to the challenges experienced by the LGBTQ community and those living with eating disorders; Basic computer literacy ability to comply with department needs and expectations (e.g., obtaining background information and reports on participants, following up on appointments, etc.).

##### Minimum Technology Skills

- Ability to use computers to conduct essential functions as requested, and to learn new software and programs as needed.

##### Minimum License and Certifications

##### Desired Qualifications

- At least 2 semesters of research experience, or equivalent
- Experience with Qualtrics and statistical packages (e.g., SPSS, R)
- Knowledge of other software/programs used by the lab (Microsoft Office/Word/Teams, Endnote, Box, etc.)
- Experience working with LGBTQ+ individuals

- Experience working in a clinical research setting
- Experience working with culturally and ethnically diverse communities
- Knowledge of clinical services and support programs
- Personal experience and/or interest in mental health services
- Experience working with individuals living with eating disorders
- Enthusiasm for the lab's research topics

AUBURN UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.

Special Instructions to Applicants

Quick Link for Internal Postings <https://www.auemployment.com/postings/44109>

Documents Needed to Apply

**Required Documents**

1. Resume
2. Cover Letter

Optional Documents

1. Other

Supplemental Questions

Required fields are indicated with an asterisk (\*).

\* Please select how you first became aware of this opportunity. Your response helps us determine how we can more effectively reach our candidates.

LinkedIn

AcademicKeys

The Chronicle of Higher Education

DiversityJobs

HigherEdJobs

HERC (Higher Education Recruitment Consortium)

Indeed

RecruitMilitary

The Tuskegee News

Professional organization or journal

Veterans Assistance Services

Disability Assistance Services

State Employment Service

Social Media

AU Job Bulletin

Notified by an Auburn employee

College or university Career Services

I went to the AU Employment Website directly (www.auemployment.com)

Other

\* Please select the answer that best describes your current employment relationship with Auburn University:

Current full-time Auburn or AUM employee within probationary period

Current full-time Auburn or AUM employee outside of probationary period

Current part-time Auburn or AUM employee

Not an Auburn or AUM employee

\* Do you have a Bachelor's degree from an accredited institution in Psychology, Neuroscience, or closely related field?

Yes

No

[Apply here!](#)