

Research Study Assistant in the Center for Behavioral Intervention Technologies at Northwestern University

Job Summary:

The Center for Behavioral Intervention Technologies (CBITs) in the Feinberg School of Medicine at Northwestern University conducts research into digital tools to support mental health and wellbeing (e.g., smartphone apps, online programs, texting programs). The Research Study Assistant will support ongoing work at CBITs centering on the design and evaluation of an experimental text messaging program that uses Artificial Intelligence to help individuals manage common mental health concerns like depression and anxiety.

Duties will include managing participant recruitment, obtaining informed consent, tracking enrollment and participation in a database, and dispensing participant payments. The Research Study Assistant will also be the main point of contact for participants and will be expected to answer questions in a timely and professional manner. The Research Study Assistant may also assist with conducting participant interviews, co-facilitating design workshops, pilot testing and quality assurance for software and surveys, data entry, literature reviews, qualitative data coding, prototyping features for digital mental health tools, and editing content for texting-based interventions.

The Research Study Assistant will also be trained to deliver coaching and technical support to study participants in using the experimental text messaging program. In line with this role, the Research Study Assistant will help to field questions, provide guidance and encouragement, and otherwise help participants to effectively engage with the text messaging program and translate learnings into their daily life.

Please note: Supervisor provides objectives, detailed deadlines and general instructions. Work is reviewed for technical accuracy and compliance with instructions, practice, policy and procedures. EE meets frequently with supervisor to obtain instructions regarding general phases of work and in some cases as to specific details.

Specific Responsibilities:

Technical

- Recruits study participants.
- Reviews & obtains informed consent.
- Schedules study visits with participants.
- Conducts interviews.
- Scores test results.
- Collects survey data.
- Facilitates communication with key personnel & participants to maintain project study flow.
- Performs qualitative coding of study data (open-ended survey questions, interview transcripts)
- Copyediting of text content for digital health interventions
- Testing, bug reporting, and bug fixes for digital health intervention prototypes (apps, texting programs)
- Monitors and tracks research participants' progress through, and use of, interventions and assessments, summarizes these data in regular reports.
- Provides regular outreach to research participants enrolled in the texting program according to standardized coaching protocols
- Provides technical support to research participants using digital health interventions
- Conducts suicide risk assessments under supervision of a licensed clinical psychologist

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

- Monitors & distribute petty cash.

Miscellaneous

Performs other duties as assigned.

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

- Experience with the Microsoft Office suite (Excel, Word)
- Excellent communication and organizational skills

Preferred Qualifications:

- Bachelor's degree in psychology, counseling, or social science
- Experience supporting human research trials
- Experience working in a behavioral health or mental health setting
- Experience with user experience research and/or product design

Preferred Competencies: (Skills, knowledge, and abilities)

- Experience with Qualtrics and/or RedCap databases
- Experience with prototyping tools (e.g., Figma, Adobe XD, Sketch)
- Basic programming skills

The target hiring range for this position will be between \$16.55-\$20.69 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:

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Work-Life and Wellness:

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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.

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