

October 28, 2021

The Foundations of Health Research Center (FHRC) is within Northwestern University's Institute for Policy Research. Through a people-centered lens, we research the health effects of inequality and influencers of health disparities. Our researchers are published in high-impact journals like the Proceedings of the National Academy of Sciences, JAMA Pediatrics, and more. We are a team that celebrates the contributions of diverse backgrounds towards resilience-based discoveries. Learn more about our work at www.foundationsofhealth.org.

FHRC is currently accepting applications for a **Research Study Assistant** position within our On the Rise Study. The research study investigates factors that disrupt potential disparities in health and education, with a focus on African American youth from low-income backgrounds. The position involves interview, survey, and health data collection for this NIH-funded study. Additionally, the role involves participant communications, and assisting with study coordination and study data management. This position requires excellent communication skills, professionalism, sensitivity, and maturity in working with subjects from diverse backgrounds. Empathy, flexibility, and understanding are key skills required for success in this role.

To apply, submit resume and cover letter via Northwestern's My HR system at <https://www.northwestern.edu/hr/careers/index.html>. Once you create a profile, search for the Research Study Assistant position with job ID number **38864**. You should submit materials here.

Research Study Assistant
Job ID 38864
Department: IPR - Inst for Policy Res
Salary/Grade: NEX/13

Department: IPR - Inst for Policy Res
Salary/Grade: NEX/9

Job Summary:

This position will be a Research Study Assistant on an NIH-funded longitudinal study of academics and health in African American youth. The Research Study Assistant will work closely with the Research Project Coordinator to execute study assessments and work toward project goals. The Research Study Assistant's major responsibilities will include assisting with study recruitment, screening, and scheduling; conducting in-lab study assessments, including psychosocial interviews and health assessments; conducting phone calls with study participants; oversight of data entry and monitoring of participant data; and completing administrative tasks as needed. Please include a cover sheet describing any relevant experience.

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), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

This is a one-year term position with opportunity for renewal based on performance and available funding.

Specific Responsibilities:

Technical:

- Recruits study participants.
- Reviews & obtains informed consent.
- Screens & schedules study visits with participants.
- Conducts interviews.
- Collects survey data.
- Facilitates communication with key personnel & participants to maintain project study flow.
- Monitors study data in terms of completion and accuracy of data entry and keeps study data up-to-date

Administration:

- Maintains detailed records of results which may include collecting, extracting & entering data; &/or preparing basic charts & graphs.

Finance:

- Processes invoices &/or purchase requisitions.
- Processes participant payments.

Supervision:

- May train other research staff to interview/test participants.

Miscellaneous

- 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; 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.)

- Previous experience in a research lab.

Preferred Qualifications:

- 1-2 years relevant work experience.
- Experience working with SPSS or other statistical software program.

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. Hiring is contingent upon eligibility to work in the United States