

May 5, 2022

The Foundations of Health Research Center (FHRC) is housed within Northwestern University's Institute for Policy Research. Through a people-centered lens, we research risk and protective factors at play in the link between socio-environmental factors and health. Our research is funded by the National Institutes of Health (NIH) and the Institute of Education Sciences. 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. This full-time staff person would work on two NIH-funded projects, the On the Rise Study (OTR) and the Mentoring and Health Study (MHS). OTR focuses on the stories of African American youth from low-income backgrounds to define the mechanisms of skin-deep resilience and to identify factors that interrupt or exacerbate potential disparities in health and education. MHS focuses on how a one-on-one mentoring program with mentees of color from low-income backgrounds could influence the cardiovascular health of both mentors and mentees. The position involves data collection, participant communications, administrative upkeep, and data management. This position requires excellent communication skills, professionalism, sensitivity, and maturity in working with research participants from diverse backgrounds. Empathy, flexibility, and understanding are key skills required for success in this role.

To apply, submit resume and cover letter [here](#) to job ID **44487**.

Email our Project Coordinator, Robin, at robin.hayen@northwestern.edu for any questions about the position.

Northwestern University - Research Study Assistant Job
ID 44487
Department: IPR - Inst for Policy Res
Salary/Grade: NEX/9

Job Summary

This position will be a Research Study Assistant on two NIH-funded studies 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 & social-behavioral research by administering tests & questionnaires following protocols; collecting, compiling, tabulating & processing responses; gathering information; & 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.

Benefits:

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

Work-Life and Wellness:

Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles. We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.

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 requires all staff and faculty to be vaccinated against COVID-19, subject to limited exceptions. For more information, please visit our [COVID-19 and Campus Updates website](#).

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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