

Clinical Research Assistant

Position Description: As an integral member of the research team, the Research Assistant will perform a variety of duties in support of health research studies including recruiting study participants, administering informed consent, managing sample collection, and collecting, documenting, and managing data. Specific duties will include but are not limited to:

1. Schedule follow up with participants
2. Recruit participants for a research study
3. Participate in other recruitment activities including putting up flyers in the community/clinic, attending and announcing the study in meetings, and/or using other established methods of communication in the community
4. Administer informed consent including describing study procedures as well as risks and benefits of participation to study participants
5. Collect all data and samples related to the study and work with the Project Manager to ensure all activities are completed
6. Maintain electronic and paper project files, conduct mail merges, and track payment processing; this includes the use of Microsoft Outlook, Word, Excel, Access and other computer applications
7. Complete follow-up of participants in person (in clinic, at the participants home, in the office, or other desired location), using web-based tools, by phone, and by mail
8. Process and manage specimens collected for the study
9. May perform other duties incidental to research activities as assigned

Work Schedule: 20-30 hours per week preferred; may also consider full-time position; primarily afternoon, evening, and weekend hours

Minimum Education and Experience Requirements: Four-year degree in a discipline related to the field assigned and one year of related training or experience, or combination of training and experience necessary to perform the work.

Essential Skills, Knowledge and Abilities:

- Experience working or volunteering in an ethnically, culturally, and racially diverse environment.
- Proven ability to interact harmoniously with diverse groups of individuals.
- Ability to interact with individuals of all ages with a particular focus on young children and infants.
- Friendly and outgoing attitude
- Comfort and willingness to approach and interface with people in a community and home visit setting.
- Demonstrated interpersonal, communication and writing, organization and planning skills.
- Familiarity with MS Office and other applications for data entry, communication, and scheduling
- Ability to get to and from office to home/clinic visits in the greater central North Carolina area and surrounding regions including ability to transport study related supplies, samples, and documentation as needed.
- Driver's license and access to a car; all mileage will be reimbursed.
- Interest in public health research; an interest in or familiarity with disparities research would also be helpful, but not required.
- Ability to operate and prioritize under strict deadlines within a team environment.
- Exercises sound judgment
- Ability to work independently with minimal supervision.
- Leadership skills and proven track record of accountability

Preferred Qualifications:

- Bilingual candidate (Spanish) is highly desired.
- Previous research experience and/or familiarity with research and data collection methods and 24 hr dietary recall is beneficial.

Interested Candidates: Questions may be directed to Patricia Nadabar via email: p_nadabar@ncsu.edu. Candidates may apply for the position using the following link: [posting for position](#)