

Duties and Responsibilities:

Reporting directly to the Program Manager for MassCONNECT 4Kids (MC4K), a research study designed to protect children from second-hand smoke exposure in their homes, and indirectly the Principal Investigator for the SCCIP Study, a study to evaluate secondhand smoke counseling for parents of hospitalized pediatric patients, the Research Assistant will provide key administrative and logistical support to the MC4K and SCCIP projects, as well as for other community-based participatory research projects. The primary responsibilities of this position will be to provide complex clerical and research support including: assisting with participant recruitment and retention; assisting with data management and site audits to assure integrity of study protocols; coordinating research study supplies and sample shipping; maintaining Access databases; performing literature review, internet searches and supporting grant application activities; composing correspondence, memos, and meeting minutes; coordinating meetings and managing support materials for multiple committees and advisory boards; attending community coalition meetings as a project representative, as needed; assisting with data collection for reporting; processing invoices and expense reports for reimbursements, as well as helping manage complex travel arrangements; photocopying, archiving, filing, and other duties as assigned. Please note: this is a term position through 6/30/2011

Basic Qualifications:

MPH degree preferred or Bachelor's degree and two years of support experience required. Windows-based computer skills (Word, Excel, PowerPoint, Access) also required. Some local travel to attend community coalition meetings may be necessary.

Additional Qualifications:

The successful candidate must be flexible, able to thrive in a fast-paced environment, work independently and in a team context, able to balance priorities, respond to shifting deadlines, and manage a variety of time-sensitive activities while maintaining close attention to detail. Strong organizational and interpersonal skills needed. The position requires good judgment, creativity, and the ability to handle sensitive information with discretion. Excellent communication skills, both verbal and written, needed.

To apply:

https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25240&siteid=5341

Posting # 21685