

## **Research Assistant Position**

Center for Healthful Behavior Change, NYU

### **Summary of Job Description:**

We are seeking a research assistant to work on a two-year study of community-based behavioral interventions to improve blood pressure and increase colorectal cancer screening rates among men of African descent. This project is currently in its second year. The research assistant position includes hands on experience in community-based research, oversight of study protocols, and opportunity for professional growth and advancement.

### **Administrative duties:**

Oversee study implementation, which includes: tracking recruitment and retention of participants; oversight of adverse events reporting protocols; data entry; additional administrative duties relevant to particular studies.

### **General duties:**

The majority of the research assistant's time will be spent in the field, recruiting and interviewing participants at barbershops, soup kitchens, churches, mosques, and other community events. Responsibilities include: screening, recruiting, and performing follow-up visits with study participants at churches, barbershops, and other community-based locations. Responsible for data collection, data entry, tracking of participant flow through study, mailing materials to participants, procurement of study supplies and materials, setting-up and maintaining study materials and study sites, and participant contact and scheduling via phone and mail. The research assistant will also assist with building and maintaining relationships with recruitment sites and community partners.

### **Minimum Qualifications:**

Bachelor's degree

6 months of experience in community-based research (preferred, but may be negotiable)

### **Additional Qualifications:**

The ideal candidate will have a BS/BA in a related field and 6 months of experience in community-based research. The applicant must be able to work independently and as part of a team, follow study protocol rigorously, pay attention to detail, and have experience with computer software such as Microsoft Office, Excel. Experience with Microsoft Access is desired. . We seek candidates who have excellent organizational and communication skills, and are goal-oriented, friendly and energetic and work well with a wide range of people.