



SOM Position Description

Title: Research Data Associate

Reports to:

FLSA Status: Non-exempt

Job Code:

Salary Grade:

Standard Workweek: 5-15 hours

Position Summary:

Provides support for studies of behavioral interventions to improve blood pressure in ethnic minority adults. Responsible for participant recruitment, baseline and follow up data collection, participant tracking, and intervention delivery. Responsible for protocol compliance and accurate data entry. Contributes to the maintenance of positive relationship with study sites and study participants. Assists with literature reviews as needed. Works collaboratively with Project Coordinator and PI's to follow proper clinical trial processes and share up-to-date information on current issues. The primary study for the research data associate is the FAITH project, a randomized control trial in churches in New York City.

Principal Responsibilities:

1. **Participant Recruitment and Data Collection:** Recruit and screen patients for eligibility; if eligible, complete necessary paperwork, questionnaires, and tests. Review entered data, edit obvious errors, and obtain missing information. Document all data accurately and neatly. Maintain patient confidentiality. Adhere to adverse events reporting protocols.
2. **Participant Tracking:** Track participant flow through the study and update tracking logs in an accurate and timely manner. Maintain participant tracking databases for compliance with data monitoring and confidentiality protocols. Contact participants to schedule them for study visits and send retention letters as needed.
3. **Intervention Delivery:** Follow treatment and control group intervention delivery protocol rigorously. Update all tracking logs associated with the interventions in an accurate and timely manner.
4. **Site Relationships:** Establish and maintain positive relationships with recruitment sites and participants. Demonstrate effective and professional communication with recruitment sites and study participants.
5. **Project Knowledge:** Demonstrate mastery of research protocol.
6. **Administrative Duties:** Assist with administrative duties as needed such as filing, copying, faxing, deliveries, and document preparation among others.
7. Participate in special projects and perform other duties as required.

Minimum Qualifications:

1. Associate's degree plus one year related experience or an equivalent combination of education and experience.
2. Computer literate with good interpersonal, writing and verbal communication skills.
3. Proficiency in using various Microsoft Office applications such as Word, Excel, Access, PowerPoint and Outlook. Familiar with Internet applications.
4. Effective oral, written, communication, interpersonal skills.



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5. Ability to work within a team environment as well as independently.
6. Time management skills and ability to work well under pressure.
7. Exceptional organization skills and attention to detail.
8. Must be able to follow study protocol rigorously.

Preferred Qualifications:

Willingness and availability to work weekend or evening hours is also required.

Working Conditions/Physical Demands:

Primarily field work in community-based or clinic settings with limited time in a business office setting. Occasional requirement to transport study materials to recruitment sites.