

Position Title: Research Assistant

Location: Manhattan VA Medical Center

Employer: Manhattan VA Medical Center / NYU School of Medicine

Time Commitment: 10-15 hours/week minimum

Duration: Minimum one semester or 6 month commitment

Salary: Unpaid internship

Qualifications:

- High school diploma required plus at least two years of undergraduate education.
- Must be currently enrolled in or have a recent degree from an undergraduate program relevant to our research (e.g., pre-medical, psychology, or other health related discipline).
- Must have experience working in Microsoft Office, specifically Word, Excel, and PowerPoint.
- The ideal candidate will have strong interpersonal/communication skills, outstanding judgment, initiative, and attention to detail.
- We are looking for candidates who are self-motivated, and have demonstrated leadership, resilience, and commitment.

Job Description: The Intern will assist with various research studies within the Program for Research on the Outcomes of VA Education Intern Team (PROVE IT) depending on his/her interests. The Intern can be involved with all aspects of the studies, from recruitment and focus group participation, to analysis and presentation of data. S/he will work at minimum 10 hours onsite per week at the Manhattan VA Medical Center or Health and Hospitals Corporation Medical Center.

Responsibilities may include:

- Recruit and enroll participants by mail and/or telephone.
- Obtain informed consent from participants.
- Assist with note taking and facilitation during focus groups.
- Perform data entry and assist with data management.
- Conduct retrospective chart review using electronic medical records.
- Assist with coding of focus group transcripts.
- Review scientific literature for papers and grant applications.
- Participate in other study-related duties as assigned.

S/he will also participate in a monthly journal club and attend research seminars by departmental and visiting faculty. Opportunities to attend research team meetings, draft abstracts, and shadow a doctor in clinic may be also available upon request.

Sample projects include:

- Retrospective study looking at transition from pre-diabetes to diabetes among veterans
- Qualitative study exploring patient interests, needs and experiences with proactive, preventive health care
- Assessment of motivation and readiness to make lifestyle changes among older teens and parents in NYC

How to apply: Send a PDF of your resume and cover letter to Nicole Skursky at nicole.skursky@nyumc.org. Include "Research Assistant" in the subject line. In your cover letter, please explain what you are looking for in an internship, your future career goals, and how your past experiences make you a good fit for our program. Additionally, include an approximate schedule (days/times) that you will be available to work.