NYU School of Medicine
NYU LANGONE MEDICAL CENTER

<u>**Comprehensive Program on Obesity -**</u> Available Position as of 1/24/17

The NYU Langone Comprehensive Program on Obesity aims to better understand, treat and manage obesity at the population and clinical levels, and strives to prevent and cure the disease within one generation.

Obesity is complex and multi-faceted, with genetic, environmental, social, and medical causes. This complexity may be why we currently have limited evidence-based approaches for the prevention, treatment and management of obesity. To better address obesity, we must develop a more complete understanding of how health behaviors are shaped through integrating cutting edge observations and discoveries from population health, clinical and basic science. We work across four domains: multidisciplinary research, data science, clinical care, and education. Our cross-cutting research program engages researchers across the NYU Langone Medical Center (NYULMC). Drawing on our strengths, we will create a "DataBridge" capable of integrating large amounts of complex data to determine unique causal pathways and strategies for treating and preventing obesity. Key insights will be translated into real, evidence-based obesity prevention, treatment, and management solutions.

For further information, please visit our webpage: http://www.med.nyu.edu/research/obesity.

We are currently seeking to fill the following positions:

Research
- **2 Research Data Associates (translational)**

Further details are below. To apply, send resume and cover letter to obesity.initiative@gmail.com with the title of the job you are seeking in the subject line.

Research

Research Data Associate (translational research) *-2 needed*	*POSITION SUMMARY*: Assists with studies examining weight trajectory outcomes for English and Spanish-speaking bariatric surgery patients. This includes recruiting, screening and enrolling patients; administering questionnaires, sample processing; tracking; and clinical and non-clinical data entry. As part of this work, the Associate will support the project by collecting and auditing patient information; formatting and cleaning data in databases; ensuring compliance with all study and regulatory guidelines; reviewing all data collected and conferring with supervisors on issues that deviate from guidelines; assisting with the informed consent process and ensuring that the patient fully understands what is required of them throughout the study. They will follow through regularly with the patients, keeping them engaged and reminding them of visits and compliance. *Candidates who can read and communicate in Spanish will be given first consideration.* *JOB RESPONSIBILITIES* 1. **Participant Recruitment:** Recruit and screen patients for eligibility. This may include gathering information from the medical record, physician referral, advertisement and directly scheduling a visit to evaluate the patient/subject. Review all the elements of the screening process with the Principal Investigator: inclusion/exclusion criteria, completed informed consent, documentation of the event and the patient/subject willingness to participate in the study. 2. **Data Collection:** With enrolled patients, complete necessary paperwork, questionnaires, and tests. Review collected data, edit obvious errors, and obtain missing information. Document all data accurately and neatly. Maintain patient confidentiality. Adhere to adverse events reporting protocols. 3. **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 reminders. Engage patients in retention. 4. **Data Management:** Responsible for collecting and auditing patient information for the research project and entering collected data to the database. This may include abstraction of data from the patient chart (e.g., laboratory or diagnostic test results, surgical/radiation treatments delivered, adverse drug reactions, etc.); abstraction of data for publications, or data collection from outside physicians' offices. Audit and manage data in the database. Prepare forms and reports, compile and analyze data, statistics, and other materials for reports. 5. **Site Relationships:** Establish and maintain positive relationships with recruitment sites and participants. Demonstrate effective and professional communication with recruitment sites and study

To apply, email cover letter and resume to obesity.initiative@gmail.com

participants.

6. **Project Knowledge:** Demonstrate mastery of research protocol. Have a thorough knowledge of current department research studies and their rationales.
7. **Research Administration**: Assist with research administration, which could include editing protocols, abstracts, manuscripts, and grants and preparing materials for submission to internal oversight offices such as the Office of Clinical Trials or the Institutional Review Board.
8. **Sample collection:** May receive and facilitate storage and transportation of biological samples.

MINIMUM QUALIFICATIONS
Associate's degree with minimum 2 years of Research Assistant experience or project coordination in a research setting. Or Bachelor's degree with 1 year of experience
Highly organized.
Excellent interpersonal, writing and verbal communication skills.
Proficiency in using various Microsoft Office applications such as Word, Excel, Access, Power Point and Outlook. Familiar with Internet applications.
Ability to interface effectively with all levels of management and must work and communicate effectively with both internal and external customers.
Ability to work within a team environment as well as independently.

PREFERRED QUALIFICATIONS
Bachelor's degree or Master's
Experience assisting with clinical research
Patient-facing experience
Fluent in Spanish

To apply, email cover letter and resume to obesity.initiative@gmail.com