

position description

Date: March 2021

Title: Genetics Research Study Associate II (Research Assistant 3)

Job ID: # 8735

Department: Population and Quantitative Health Sciences

School or Management Center: School of Medicine

Location: Cleveland and surrounding areas

Supervisor Name and Title: **Ascertainment Coordinator**

POSITION OBJECTIVE

Working under limited supervision of the **Ascertainment Coordinator** and with the Principal Investigators and Research Operations Manager, the Genetics Research Study Associate II (Research Assistant 3) will implement research methodologies for the ascertainment, recruitment and enrollment of study participants for the African American Alzheimer Disease Study.

ESSENTIAL FUNCTIONS

1. Coordinate research activities for the ascertainment, recruitment and enrollment of study participants for the human genetics research studies in their area. Contact and enroll participants by obtaining and reviewing family and medical histories and performing study specific exams for the genetic studies to which they are assigned and travel to enroll participants at their homes and their exam locations. Identify individuals to be enrolled and maintain a method of keeping track of those eligible for enrollment and maintain accurate numbers of enrollments. Make recommendations for the design and implementation for the ascertainment, recruitment and enrollment of study participants for the African American Alzheimer Disease Study. Utilizing a high degree of skill and training, ascertain and enroll participants which requires sensitivity and experience. (75%)
2. Create and maintain complete research files and comprehensive databases; enter study-specific data into research database including: consent forms, demographics, family and medical history forms as well as all other study specific forms. Identify, obtain and review appropriate medical records. Prepare participant testing reports for adjudication. (20%)
3. Participate in research group meetings. Attend regular meetings with the PIs/coordinators and collaborators (5%)

NONESSENTIAL FUNCTIONS

1. May serve as author or co-author on research publications. (<1%)
2. Provide training regarding enrollment and data entry procedures for others who work with the studies. May supervise students. (<1%)
3. Perform other duties as assigned. (<1%)

CONTACTS

Department: Contact as needed with **Ascertainment Coordinator**, Principal Investigator and Research Operations Manager: on-going contact with staff, faculty, postdocs and study participants. Will work

closely with any other Genetics Research Study Associates that work on the same or similar studies, coordinate research activities for the ascertainment, recruitment and enrollment of study participants for the human genetics research studies in their area.

University: Contact as needed with purchasing, human resources, space and facilities planning, environmental health, safety/contact, Research Administration, IRB, and Sponsored Projects Accounting.

External: Contact as needed with vendors and collaborators at other universities, institutions and industry.

Students: On-going contact with students.

SUPERVISORY RESPONSIBILITY

This position has no direct supervision of staff employees. May train new staff; direct the work of students.

QUALIFICATIONS

Experience: Minimum of 3 to 5 years of professional work experience required. Experience with interaction with participants is key and familiarity with IRB/HIPPA strongly preferred.

Education/Licensing: Bachelor's degree in science required.

REQUIRED SKILLS

1. Ability to concisely and effectively communicate methods, concepts, and study designs to all groups as appropriate, relevant and indicated.
2. Effective and professional interpersonal skills. Demonstrated expertise and strong leadership skills in team-oriented environment.
3. Ability to facilitate open communication/collaboration between department and other areas, as well as open communication with physicians and office staff participating in the studies in the community.
4. Maintain level of confidentiality commensurate with nature of involvement with study participants, medical records and other sensitive HIPAA, demographic and family history information.
5. Good problem solving and decision-making skills.
6. Excellent verbal and written communication skills.
7. Demonstrated willingness to be hands-on and pro-active.
8. Ability to multitask, work independently, and set own priorities, while maintaining accuracy and attention to details.
9. Ability to work effectively with internal and external colleagues and collaborators. Ability to interact with colleagues, supervisors, and customers face to face.
10. Ability to meet consistent attendance.
11. Ability to maintain integrity and compliance with IRB approved protocols.

WORKING CONDITIONS

161023 Research Assistant 3 (SG12)

Normal office environment and equipment. Mostly local travel for enrollment ranges between 20% and 80% for this position depending on various factors and will vary from time to time. Must have a valid Ohio driver's license. May need to work some weekends and evenings for recruiting events. Occasional regional or national travel may be required.