

**ICAP AT COLUMBIA UNIVERSITY**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Research Assistant
<b>Reports To (Title):</b>	Research Manager/Site Coordinator
<b>Incumbent:</b>	TBD
<b>Location:</b>	New York Presbyterian Hospital
<b>Date:</b>	May 2020

**POSITION SUMMARY**

The *Research Assistant* will assist with grant-funded HIV Covid-19 clinical research studies.

Under the direct supervision of the Research Manager/Site Coordinator, the Research Assistant will conduct all steps of study screening, enrollment, data collection, and retention in accordance with site and study procedures. Responsibilities include, recruiting and screening potential study participants, collecting and updating locator information, administering study tools, tracking and scheduling follow up study visits, and actively retaining participants for follow up visits.

**MAJOR ACCOUNTABILITIES**

- Screens potential participants to determine eligibility for study participation, collects locator and demographic information, coordinates participant study visit activities and follow up including but not limited to scheduling visits, tracking scheduled follow up visits, provide reminder letters and calls for follow up visits and conducts other activities to retain study participants. Completes study specific data collection forms and maintains source documentation as per protocol guidelines.
- Oversees the collection and transport of study specimen to research lab and ensure timely request and delivery of study drug from the research pharmacy to the site. Refers participants to healthcare providers and other needed services in coordination with the research clinicians. Implements continuous quality improvement processes to ensure integrity of data collected and/or entered into study databases, and performs quality assurance activities in collaboration with the site's Data Manager. Employs intensive strategies to track and retain study participants and re-engage participants missing study visits.
- Perform other related duties as directed

**EDUCATION**

- Bachelor's degree or equivalent in education, training and experience.

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- Minimum two (2) years of experience in research data collection involving human subjects
- Experience working with diverse, medically underserved populations
- Excellent interpersonal, communication and organizational skills
- High proficiency in MS Office Applications

Research Assistant  
May 2020

- Demonstrated experience working in a team and independently
- Excellent attention to detail

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

- Experience working in a hospital setting

**TRAVEL REQUIREMENTS**

- None