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| **Job Title:** | Program Assistant |
| **Reports To (Title):** | Nurse Practitioner/Clinical Coordinator  |
| **Incumbent:** | TBD |
| **Location:** | ICAP-Bronx Prevention Center |
| **Date:** | June 2020 |

**POSITION SUMMARY**

The Bronx Prevention Center, part of ICAP at Columbia University, is a Clinical Research Site (CRS) within the NIH-funded AIDS Clinical Trials Unit at Columbia University. Located in a clinical office on East 158th Street in the Bronx, the site has over 18 years of experience conducting phase 1 and 2 and observational HIV prevention clinical trials.

The *Program Assistant* will assist with grant-funded HIV prevention clinical research studies and grant-funded studies related to Covid-19 prevention and other prevention studies for a three-month period.

Under the direct supervision of the Nurse Practitioner/Clinical Coordinator, the Program Assistant will assist with conducting study visits in the field, the mobile van unit and on site. The Program Assistant will assist with obtaining informed consent; obtaining locator information, and assist with study participant follow up and completion of case report forms as per study protocols and study-specific procedures.

**MAJOR ACCOUNTABILITIES**

* Establish and maintain positive relationships and interact professionally, courteously, and appropriately with potential participants, participants, visitors and other employees; furthering a positive public perception of the research site and its employees (10%)
* Perform the consent process and obtain signed informed consent prior to initiating any protocol-defined procedures. (15%)
* Maintain accurate, comprehensive study records and source documentation. Complete study-related case report forms and source documentation per protocol. (15%)
* Schedule participants using outlook calendar. (15%)
* Assist with conducting study related follow up visits. (15%)
* Collect locator information and contact participants by telephone, email, and/or text on behalf of the site. (15%)
* Maintain confidentiality of study participants and adhere to principles of Human Subjects Protection (HSP) and Good Clinical Laboratory Practice (GCLP). (5%)
* Assist with designated aspects of the study including ensuring site compliance with study protocols, all relevant procedures, policies and regulations. Understand and adhere to study protocols, and other appropriate regulations, procedures and policies. (5%)
* Perform other related duties as assigned. (5%)

**EDUCATION**

* Requires Bachelor’s degree

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

* At least 6 months-1yr of experience in a clinical research setting
* Demonstrated experience organizing and managing disparate work flows to meet organizational schedules and requirements
* Excellent oral, written and interpersonal skills
* Excellent computer skills and proficiency with Microsoft Office Suite.
* Ability to work off shift hours (weekends and some evenings).

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

* Spanish language skills

**TRAVEL REQUIREMENTS**

* Occasional domestic travel to research training and meetings (1-2 times per year, approximately 3 days each)

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.