

ICAP – COLUMBIA UNIVERSITY JOB DESCRIPTION

Job Title:	Project Assistant (for COVID related grant funded research)
Reports To (Title):	Site Coordinator
Location:	ICAP Harlem Prevention Center (HPC), 215 West 125 th Street

POSITION SUMMARY

Under the supervision of the Site Coordinator, the *Project Assistant* will provide support to research staff conducting COVID-related, grant-funded research, including assisting in: scheduling phone and in-person participant appointments in the study outlook calendar; participant follow-up tracking and implementation of retention plan; preparing study files for screening, enrollment and follow up visits; maintaining up-to-date IRB-approved study forms, organizing and filing laboratory study materials and documents; maintaining office supply inventories and procurement records; tracking participant compensation and management of reimbursement requests; supporting clinical and laboratory staff in delivering and returning study specimens and products to and from the research pharmacy and processing laboratory.

MAJOR ACCOUNTABILITIES

- Conduct all research activities in accordance with study protocol, standard operating procedures and other appropriate institutional regulations, procedures, and policies, including procedures to safeguard confidentiality of study participants. 5%
- Answer phone calls and assist scheduling participant visit appointments in the study specific outlook calendar. 5%
- Assist with participant follow-up visit tracking and implementation of retention plan. 10%
- Assist in preparing study files for screening, enrollment and follow up visit; maintain up-to-date IRB approved study forms and help organize and file lab study materials and documents. 10%
- Assist study staff in organizing participant data files in accordance with the site Data Management SOP and study specific data procedures as well as essential regulatory documents. 10%
- Maintain inventory and ensure procurement of office supplies and consumables; work with the lab and clinical staff to order supplies required for study procedures. 15%
- Track participant compensation, prepare pay card inventory log and request petty cash replenishment, if applicable. 10%
- Support clinical and lab staff to pick up and return study products to and from the research pharmacy, as well as transport of study specimen to designated processing lab. 10%
- Navigate participants to outside referrals and or special procedures at designated testing centers as applicable. 5%
- Support recruitment and retention activities for studies conducted at the site, including monitoring online contacts with potential participants. 5%
- Establish and maintain positive relationships with potential and enrolled participants, visitors, and other employees and community partners. 5%

- Participate in weekly staff meetings and attend study related trainings as requested by the Site Coordinator. 5%
- Perform other duties as assigned. 5%

EDUCATION

- Bachelor's degree and at least 6 months to 1 year of related experience.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Excellent organizational, interpersonal and communication skills
- Must be able to adapt to flexible schedule
- Proficiency in computer applications
- Meticulous attention to detail with the ability to multi-task
- Ability to work under pressure and react effectively to urgent situations
- Ability to work independently and as part of a team, exercising initiative and discretion when handling confidential information
- Effectively maintains professional boundaries in research settings

EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS

- Experience in research involving human subjects
- An interest in/or experience with COVID-related research
- Experience working with an ethnically, culturally, and racially diverse environment

TRAVEL REQUIREMENTS

- No international travel required