



PONCE SCHOOL OF MEDICINE AND HEALTH SCIENCES

P.O. Box 7004, Ponce, Puerto Rico 00732-7004

Position: Epidemiology Abstractor

Job description

- Bachelor Degree in Secretary or Office Administration
- Minimums 5 years of experience
- Assist the Principal Investigators, collaborators and the project staff
- Available to work with minimum of supervision and under pressure
- Resolves administrative problems, provide support in the preparation of grants and annual progress reports, and identifying solutions
- Prepare budget following NIH Guidelines
- Coordinate travels in and out of Puerto Rico
- Handle logistical aspects related to patient screening, enrolling, scheduling patient's visits, de-coding all patient samples from identifiers, as per the study protocol, maintaining special records under strictly confidentiality (consent forms, patient records, questionnaires).
- Update and keep records of documents for HIPPA and IRB forms and records of patients.
- Perform key research functions relevant to epidemiological data entry
- Coordination of participant recruitment and re-contacting participants and compliance with all PHS Guidelines related to the use of Human Subjects.
- Coordinate the appointments of participants with physicians and the nurse in relation to patient recruitment.
- Process purchase requisitions related to the research project, follows up on purchase and delivery of all laboratory supplies.
- Provide technical support with the oral and poster presentations, manuscripts for publications for the project.
- Part time position (50%)
- Effective immediately, open until filled
- Competitive salary and fringe benefits

Skills/Qualifications: Excellent communication with the PI, collaborators and laboratory staff, Administrative Writing/Oral Skills (English and Spanish), Microsoft Office Skills (Word, Power Point, Adobe Acrobat X Pro, Excel) Managing Processes, Organization, Analyzing Information, Professionalism and Problem Solving.

Please send resume to:

Mrs. Evelyn Lugo Roman
Human Resources Director
elugo@psm.edu or via fax: 787-284-2395