

## **RESEARCH ASSISTANT POSITION**

We are looking for an immediate hire of a Research Assistant at FDI Clinical Research in San Juan, Puerto Rico to implement the protocols for data collection for the NIH-funded PRECISION clinical trial: a dietary intervention on cardiometabolic health and food access. Under supervision, the Research Assistant will recruit participants, conduct interviews and clinical measurements according to protocol, collect and check data, and report on study progress. The project and the position will be supervised by Dr. Josiemer Mattei at Harvard TH Chan School of Public Health and Dr. Jose F. Rodriguez-Orengo and project coordinators at FDI Clinical Research (where the study and position are located).

### **DUTIES AND RESPONSIBILITIES:**

- Implement strategies to recruit and retain study participants, meeting milestones;
- Contact potential study participants for screening and recruitment, following protocol;
- Collect information from participants through observation, structured interviews, clinical measurements, biospecimen sampling, or other research methods, following strict protocols;
- Record and/or code data according to established protocols (both in electronic database and on paper);
- Ensure collected biospecimens are properly handled and delivered according to protocol;
- Performs quality control checks on data and study materials;
- Make periodic reports of project status to supervisors or other research team personnel;
- Inform supervisors or other research team personnel of key project matters, including adverse events;
- Assist with data entry, data quality checks, data analysis, and manuscript writing;
- Assist with preparation and dissemination of regular communications, including progress reports, presentations, website content, newsletters for participants, community partners reports, etc;
- Attend regular staff meetings and trainings onsite, offsite, and online;
- Other study-related tasks as they become necessary.

### **REQUIREMENTS:**

- Two or more years of related work experience in clinical research or health research studies. College degree with experience or Master's level education is preferred. A combination of education and experience will be considered.
- Must be fully fluent in English and Spanish.
- Experience in research settings highly desirable.
- Excellent organizational skills and attention to detail, and ability to follow detailed protocols.
- Excellent interpersonal skills; ability to reliably work independently as well as part of a team.
- Strong communication skills.
- Proficient with computer systems and software (Microsoft Word, Excel, PowerPoint); experience with statistical analysis software (e.g., SAS or STATA) and electronic data capturing system (e.g., REDCap).
- References will be requested.

**Time status:** This is a full-time grant-funded one-year contract position with possibility for extension. Full-time and part-time positions available.

**Please email resume/CV to Gabriela Ruiz and Sylvia Lillquist: [gruiz@fdipr.com](mailto:gruiz@fdipr.com) / [slillquist@fdipr.com](mailto:slillquist@fdipr.com)**