

## **RESEARCH ASSISTANT POSITION**

We are looking for an immediate hire of multiple Research Assistant/Interviewer positions at FDI Clinical Research in San Juan, Puerto Rico to implement the protocols for data collection for the NIH-funded PROSPECT project, an island-wide observational study of cardiovascular risk factors among adults in Puerto Rico. The project and the position will be supervised by Dr. Josiemer Mattei at Harvard University's TH Chan School of Public Health and Dr. Jose F. Rodriguez-Orengo and project coordinators at FDI Clinical Research. Under supervision, the Research Assistant will recruit participants through community outreach, conduct interviews and measurements according to protocol, perform clinical measurements, collect and check data, and report on study progress from the field. The Research Assistant will work at various sites across Puerto Rico (so current residence can be anywhere in the island including Vieques/Culebra) and with a team of investigators in Boston, Puerto Rico, and other US sites.

### **DUTIES AND RESPONSIBILITIES:**

- 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, at clinical sites throughout regions of the island (car needed, transportation costs covered);
- 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 preparation and dissemination of regular program communications, including progress reports, documents for publication and/or presentation, 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 study; a combination of experience and education will be considered.
- Must be fully fluent in English and Spanish.
- 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 electronic data capturing system and/or databases is desired).
- Ability to travel within the island regularly as needed (i.e. car needed, transportation costs covered).
- Must pass Human Subjects Research certifications
- References will be requested.

**Time status:** Flexible position; hourly rates. A minimum of 6-months commitment in a full-time position or 20 hours/week minimum is strongly preferred. This is a grant-funded position with possibility for extension.

**Please email resume/CV to Dr. Sigrid Mendoza ([smendoza@fdipr.com](mailto:smendoza@fdipr.com)) and Amelia Zhang-Gross ([azhang@hsph.harvard.edu](mailto:azhang@hsph.harvard.edu))**