

## RESEARCH ASSISTANT POSITION DESCRIPTION

**Department:** SON

**Position Title:** RA

**Number of Positions Available:** 1

**Position Start Date:** ASAP

**Position End Date:** June 30, 2019

**To Apply To This Position, Email your Resume to:** Patricia Reidy at [PREIDY@MGHIHP.EDU](mailto:PREIDY@MGHIHP.EDU)

### **POSITION DESCRIPTION:**

The individual will be working primarily with the principle investigator and project manager on a HRSA funded grant that enhances an academic-clinical partnership with Crimson Care. Collaborative. Responsibilities include supporting the grant activities with data collection, data processing, monitoring grant progress, manuscript preparation and other duties as assigned.

***PRINCIPAL DUTIES AND RESPONSIBILITIES:*** Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. Indicate approximate % of time spent on each responsibility and list in order from greatest % to lowest, totaling 100%.

- 1) Assists with data collection, entry, and storage. (25%)
- 2) Processes data in Word, Excel, Adobe Acrobat, and online document storage system (will be trained on the software used) (25%)
- 3) Assists with scheduling of grant related activities (15%)
- 4) Coordinates with other HRSA grant team members (15%)
- 5) Assists with program evaluations, periodic progress reports and an annual report on the program (10%)
- 6) Perform other related duties incidental to the work described herein. (10%)

### **EDUCATION AND EXPERIENCE QUALIFICATIONS**

Bachelor's degree with experience in grant administration.

**SKILLS/ ABILITIES/ COMPETENCIES REQUIRED** (MUST be realistic and related to the essential functions of the job.)

**a) Administrative Skills-** The candidate must possess excellent organizational, communication and analytical skills

Must maintain CITI human research certification

An ability to work individually as well as a team member

Ability to problem-solve and troubleshoot

**b) Technical Skills-** Proficiency with MS Office and the ability to learn new software  
Experience with data support systems required

**c) Physical Capabilities** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle or feel objects, tools or controls; and talk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Some travel is necessary in this position.

**SUPERVISORY RESPONSIBILITY**

List the number of FTEs supervised.

There are no direct supervisory responsibilities. The candidate will have extensive interactions with the principal investigator and other members of the HRSA project team.

**FISCAL/BUDGET RESPONSIBILITY**

Indicate financial “scope” information, i.e.: size of budget, volume, revenue, etc.

No fiscal responsibilities.

**WORKING CONDITIONS**

Describe the conditions in which the work is performed.

Office conditions

**TRAINING/TIME REQUIRED TO LEARN JOB RESPONSIBILITIES**

Training will be provided after a candidate is hired and continue throughout the duration of the position as new tasks arise. It is anticipated that a qualified candidate would be able to learn the primary responsibilities of this position within 60 days of hire.