Research Assistant

The Department of Dermatology is seeking to hire a motivated professional to serve as a Research Assistant to support and coordinate enrollment for clinical research studies. This individual will be responsible for working with a diverse team of clinical investigators and to coordinate currently active research studies.

Provides assistance in the collection, processing, and coordination of research data, samples, and/or specimens in support of a specified medical research study or group of studies. Arranges, performs, and records field interviews and/or routine clinical tests and procedures, in strict accordance with specified research and clinical protocol. May travel to various sites within a specified geographical area, as appropriate to the objectives of the study.

DUTIES AND RESPONSIBILITIES:

1. Assists with subject recruitment, administration of informed consent, and subject scheduling.
2. Develops or assists in the development of interview schedules; contacts potential subjects to introduce and explain study objectives and protocol, and to arrange interviews, either in person or by telephone.
3. Conducts and records face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures, and documentation standards.
4. Collects, processes, and assists in the compilation and verification of research data, sample, and/or specimens, following strict protocol and detailed instructions.
5. Performs or assists with routine data analysis and interpretation, as specifically assigned; may utilize specializes analytical equipment and/or instrumentation, or specified statistical data analysis programs and software.
6. Performs or assists with routine data verification and quality control, ensuring data integrity and consistency with prescribed study protocol.
7. Performs or assists with the execution of routine research protocol, such as interviewing, testing, and/or scientific procedures.
8. Assists in the setup, operation, and maintenance of research equipment, instrumentation, and/or facilities, as specifically instructed.
9. Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
10. Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Previous experience with clinical research or clinical trials preferred but not required
Graduate level standing or advanced technical skill or knowledge level required.
Currently enrolled and in good academic standing at UNM.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to understand and follow specific instructions and procedures.
- Ability to understand and follow scientific research protocol and procedures.
• Skill in identifying and recruiting research subjects.
• Ability to maintain quality, safety, and/or infection control standards.
• Ability to understand and apply specified field and/or laboratory research procedures and protocols.
• Computer data entry skills.
• Skill in the use of computer spreadsheet and/or database applications in the compilation of research data.
• Ability to analyze, evaluate, verify, and edit research data.
• Knowledge of related accreditation and certification requirements.
• Ability to maintain patient confidentiality at all times a MUST.

TO APPLY:

Send your resume to Azucena Villa, avilla@salud.unm.edu and Lalita Lopez, LaLopez@health.unm.edu