

BFT DATA COLLECTOR FOR MGH GLOBAL HEALTH IN HOLYOKE!

-(3128375)

GENERAL SUMMARY/ OVERVIEW

STATEMENT:

The Center for Global Health at Massachusetts General Hospital is seeking temporary summer data collectors to assist with a study on COVID-19 aimed at better understanding risk factors for infections. The position will primarily require data collection in the field outside Boston, data entry, and data quality checks to ensure completeness and accuracy.

Please note this position is temporary and not eligible for benefits.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsibilities may include but are not limited to the following activities:

- Assisting with the recruitment of study participants in accordance with the guidelines of the study protocol.
- Assisting with the informed consent process by providing study materials and answering related questions.
- Conducting household visits to administer surveys on handheld electronic devices, drop-off and/or pick-up study test kits.
- Securing all study materials to maintain confidentiality and privacy of subject data.
- Transferring all data from paper surveys into an electronic study database.
- Participating in trainings on standard research procedures, study protocols and data collection tools and technologies.
- Working closely with the research coordinator to update survey logs and ensure completion of study activities by participants.
- Participating in weekly team meetings to discuss and address recruitment progress and challenges.
- Performing administrative support duties as required

QUALIFICATIONS:

- High school diploma or higher required.
- Proficiency with standard office software, such as Microsoft Word, Excel, PowerPoint, and standard internet applications.
- Ability to work both independently and as part of a team.
- Previous experience in similar projects is a plus.
- Bilingual English/Spanish proficiency is preferred

SKILLS/ ABILITIES/ COMPETENCIES

REQUIRED:

- Computer skills, as described above, required.
- Excellent oral and written communication skills.
- Good planning and organizational skills.
- Working knowledge of research protocols and guidelines
- Ability to anticipate and solve problems.
- Ability to demonstrate respect and professionalism for subjects' rights and privacy.
- Ability to travel to subjects' homes and to reasonably accommodate their schedule for data collection in a community outside Boston.

WORKING CONDITIONS:

Duties will be carried out in the field and a typical office environment.

EEO Statement

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.

Primary Location MA-Boston-MGH 101

Merrimac

Work Locations MGH 101 Merrimac 101

Merrimac Street Boston 02114

Job Research - Other

Organization Massachusetts General

Hospital(MGH)

Schedule Full-time

Standard Hours 1

Shift Day Job

Employee Status Temporary

Recruiting Department Bulfinch Temporary

Service

Job Posting Jul 16, 2020