

BFT RESEARCH COORDINATOR FOR MGH GLOBAL HEALTH IN HOLYOKE!

-(3128378)

GENERAL SUMMARY/ OVERVIEW

STATEMENT:

The Center for Global Health at Massachusetts General Hospital is seeking a temporary summer research coordinator to assist with the operations of a study on COVID-19 aimed at better understanding risk factors for infections.

The position will primarily require coordination of participant recruitment, enrollment and follow-up as well as the management of related logistics at a study site outside Boston.

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 implementation of subject recruitment plan and strategies, including mailing recruitment materials.
- Researching and initiating new places and/or platforms for subject recruitment, as needed.
- Assisting with the informed consent process, as needed.
- Working with subjects and data collectors to coordinate household visits for study interviews and the collection of study test kits.
- Managing the study logistics, including supplies and paperwork required for household visits.
- Supporting training of data collectors on standard research procedures, study protocols, and data collection tools and technologies.
- Communicating with data collectors to ensure the timely completion of all study activities.
- Being familiar and up to date with the organization's data management and protection policies and ensure compliance when collecting, organizing, storing and transferring study-related materials and paperwork.
- Ensuring transfer of all study materials from the research site to the Principal Investigator's home institution upon completion of data collection.
- Participating in weekly team meetings to discuss and address recruitment progress and challenges.
- Performing administrative support duties as required

QUALIFICATIONS:

- Bachelor's degree required.
- Ability to work independently and as part of a team.
- Proficiency with standard office software, such as Microsoft Word, Excel, PowerPoint, and standard internet applications.
- Previous experience in similar projects and/or with study recruitment is plus.
- Spanish proficiency is a plus.

SKILLS/ ABILITIES/ COMPETENCIES

REQUIRED:

- Computer skills, as described above, required.
- Excellent oral and written communication skills
- Superior organizational and administrative skills.
- Ability to give and receive instructions.
- Ability to work efficiently in high-paced environment or situations.
- Ability and skills to take initiative, to improvise and creatively problem-solve.
- Working knowledge of clinical research protocols.
- Ability to demonstrate respect and professionalism for subjects' rights and privacy.
- Ability to travel to or be based temporary at the study site outside Boston.

WORKING CONDITIONS:

Duties will be carried out in a typical office environment.

SUPERVISORY RESPONSIBILITY:

Supervise data collectors.

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