

## **JOB DESCRIPTION**

### **Tufts Medical Center**

<b>JOB TITLE:</b>	<b>Research Assistant II</b>	<b>GRADE: B10</b>
<b>DEPARTMENT:</b>	<b>ICRHPS</b>	<b>JOB CODE: NM672</b>
<b>FLSA:</b>	<b>EXEMPT</b>	<b>JOB FAMILY:</b>
<b>REPORTS TO:</b>	<b>Dr. Dina Burstein</b>	<b>DATE: July 21, 2023</b>

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#### **I. GENERAL SUMMARY:**

The Research Assistant will be a member of the Center for Community-Engaged Medicine, within the Institute for Clinical Research and Health Policy Studies at Tufts Medical Center in Boston.

The Research Assistant will work both independently and with the research team to support the activities of the Center. The Research Assistant will also develop and implement project and research and contribute text to reports and manuscripts.

#### **II. PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS:**

Responsible for supporting research projects conducted by the Center, on our own or in collaboration with other organizations. These projects typically include:

1. interacting with survey collaborators and survey contractors to ensure timely transmission of survey data, identifying missing data and implementing data checks, as well as generation of descriptive statistics, creating tables and charts, and other related work.
2. Performs tasks which may require familiarity with data entry and analysis, and with communications skills.
3. May perform literature searches either relevant to the project(s), or else in pursuit of new techniques/ideas to expand relevant basic knowledge. These searches may include formal mechanisms for creating systematic reviews.
4. May be responsible for scheduling meetings or study visits, as well as calendar maintenance. Logs work performed.

5. May maintain and update records in accordance with IRB/WIRB and sponsor requirements.
6. Assists with preparation of abstracts, presentations, and publications as needed.
7. May train other research assistants, volunteers, or students.
8. Attends meetings as required.
9. Maintains collaborative, team relationships with peers and colleagues in order to effectively contribute to the working groups achievement of goals, and to help foster a positive work environment
10. Performs other similar and related duties as required or directed.

### **III. JOB REQUIREMENTS:**

#### **A. JOB KNOWLEDGE AND SKILLS:**

1. Ability to perform data entry, retrieval, and basic analyses
2. Demonstrated proficiency with MS Office (Outlook, Word, Excel, and PowerPoint) required and the ability to learn new software as needed
3. Knowledge of database management a plus, but not required
4. Knowledge of statistical software a plus, but not required
5. Ability to prioritize quickly and appropriately
6. Excellent communication and interpersonal skills
7. Care in organization and systematic record-keeping

#### **B. EDUCATION:**

Bachelor's degree required.

#### **C. EXPERIENCE:**

1-3 years' experience in an academic environment, which can include work performed while a student.

### **IV. WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Normal office work environment.
- Work requires continuous typing/computer keying

flexible hybrid work environment, with in-person attendance two days a week.

**AMERICANS WITH DISABILITIES STATEMENT:**

Must be able to perform all essential functions of this position with reasonable accommodation if disabled.

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*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Tufts Medical Center reserves the right to modify position duties at any time, to reflect process improvements and business necessity.*