

RESEARCH ASSISTANT 2, Oregon Health and Science University

Function/Duties of Position

For this project, we are seeking to hire three full-time Research Assistants that will be primarily based in Southern and Northern coastal Oregon. **All are welcome to apply; “relevant experience” comes in all shapes and sizes.** This position is located in Grants Pass and Coos Bay, we can work with you to decide which location works best for you based on your preference.

Job responsibilities include (but are not limited to) contacting participants who are involved in an ongoing study about substance use via phone, text, email, social media, and in-person contact to remind them about their study appointments; scheduling study appointments; tracking and maintaining detailed contact information for participants; reviewing jail logs to identify when participants are incarcerated; reviewing obituaries to identify if a participant is deceased; maintaining detailed records about participant contact efforts; reimbursing participants for participation; maintaining detailed financial records about participant payment. Some reimbursable travel required in southwestern and north coastal Oregon and Portland.

Required Qualifications

- Degree with major courses in field of research OR Associate's degree (2yr) and experience and 3 years relevant experience
- Must have demonstrated excellent customer service skills both on the phone and in person
- Must possess energy and drive to coordinate multiple projects simultaneously
- Ability to use tact and diplomacy to maintain effective working relationships
- Excellent communication, analytical and organizational skills: both written and verbal
- Proficient with MS Office Suite (Word, Excel, Access, PowerPoint)
- Ability to work independently and as part of a team while being collaborative in resolving problems
- Valid driver's license and private automobile
- Within one month of hire, must complete Certification in the Protection of Human Research Subjects (i.e. CITI)

Preferred Qualifications

- One year of relevant experience

All are welcome

Oregon Health & Science University values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply. To request reasonable accommodation contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu.

To apply: Go to ohsu.edu/human-resources/careers

Scan your phone here:

- ➔ “Apply to Jobs”
- ➔ “To apply through iCIMS”
- ➔ Search ID “2019-2076”

