** Research Assistant 2**

**Requisition ID**

2019-2076

**Position Category**

Research

**Position Type**

Regular Full-Time

**Job Type**

Research

**Department**

Division of General Internal Medicine & Geriatrics

**Salary Range**

$33,342 - $54,068

**FTE**

1.00

**Schedule**

Monday - Friday, some weekend

**Hours**

40 hours per week - times may vary

**HR Mission**

School of Medicine

**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.

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**

* Bachelor’s degree (4yr) with major courses in field of research OR Associate's degree (2yr) 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**

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