Research Assistant  
Center for Health Assessment Research and Translation, College of Health Sciences

Miscellaneous Wage (paid hourly, no benefits)

The Center for Health Assessment Research and Translation (CHART) at the University of Delaware is looking for a part-time research assistant (minimum of 18 hours per week) to assist our research faculty and scientists in carrying out grant-funded research projects. The Center aims to improve the quality of healthcare and quality of life for children and adults with chronic conditions by improving patient assessment tools and practices. In particular, our team of psychologists and psychometrists studies the science and practice of outcomes measurement in rehabilitation medicine. CHART is funded through multiple grants from the National Institutes of Health (NIH), National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), and the Department of Defense (DoD).

Required Skills:

- Minimum – Bachelor’s Degree – preferably in psychology or related field
- Good writing skills
- Experience with research
- Organizational skills
- Ability to work on multiple projects concurrently
- Excellent people skills
- Ability to work with others

Typical Tasks Include (as applicable to the projects assigned):

1. **Develop Study Procedures:**
   a. Prepare/Assemble project briefing books; help coordinate grant meetings.
   b. Assist with creating Manuals of Procedures (MOPS) for specified projects.
   c. Develop recruitment, recordkeeping, tracking, communication, and data collection procedures for all studies.
   d. Prepare and submit IRB applications, continuations, and amendments.

2. **Data Collection:**
   a. Follow protocol and collect data as required.
   b. Follow all protocols for Good Clinical Practice.
   c. Monitor recruitment targets and independently meet recruitment goals. Communicate with investigators when struggling to meet goals.

3. **Preparation of Specifications and Testing of Data Management Systems:**
   a. Working with investigator, assist in preparing scale specification sheets for scales and data collection systems.
   b. Working with investigator, assist in developing data collection platform (in REDCap, Assessment Center, or similar) for studies.
   c. Working with investigator, assist in providing specifications to collaborative sites as appropriate.
   d. Working with investigator, run test cases to test system as required.
4. **Data Management:**
   a. Monitor subject accrual and report to study team members.
   b. Implement new strategies and processes to achieve targeted enrollments.
   c. Monitor completeness of data and communicate loss of data to supervisor when it happens.
   d. Ensure that all targets and timelines are met.

5. **IRB Compliance and Knowledge:**
   a. Monitor and audit studies to ensure that lab stays in compliance with IRB regulations for studies.
   b. Assist with CHART IRB submissions.

6. **Assist in Grant Preparation Including Grant Text and Budget Support**
   a. Assist PI in developing selected grant sections (preparing sections/tables/figures).
   b. Coordinate adjunct material (e.g., biosketches, letters of support, letters of intent).

7. **Code Qualitative Data:**
   a. Code qualitative data as appropriate.
   b. Help coordinate with local sites.

8. **Conduct Patient Interviews (if required)**
   a. If grant requires data collection, conduct phone interviews and/or testing as appropriate.
   b. Ensure standardized procedures are followed.

9. **Assist in Writing and Preparing Manuscripts, Posters, Website, and Other Publications**
   a. Prepare references in reference management software.
   b. Format manuscripts for journals and submissions online.

10. **Assist with Administrative Tasks**

**TO APPLY:** Send application letter, resume, and contact information for three professional references to ContactCHART@udel.edu.

Equal Employment Opportunity: Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.