Research Assistant

The research assistant will provide support services for the ultrahigh field MRI research group at the BioMedical Engineering and Imaging Institute (BMEII) at Icahn School of Medicine at Mount Sinai. The candidate will work under general supervision with all levels of management but is also trusted to work with minimal supervision.

Job Responsibilities

- Assist in the daily activities related to ongoing research studies and the set-up of new imaging projects including but not limited to:
  - answering/initiating phone calls or emails with study participants
  - screening participants for eligibility and scheduling patient appointments
  - obtaining informed consent
  - collecting and organizing of study information
  - entering collected research data into databases
- Work with investigators to refine and finalize research protocols, draft study questionnaires and data collection tools;
- Assist in preparation of IRB (Institutional Review Board) protocol applications and documents;
- Oversee adherence to research protocols in obtaining informed consent, data collection and management and participant confidentiality;
- Monitor enrollment statistics, perform quality control of data collection, conduct preliminarily data analysis and interpretation;
- Serve as an intermediary between the supervisor and other teams by transmitting written and oral requests, messages and instructions
- Assist in the planning and logistical coordination of research studies and meetings
- Provide regular data reports to investigators;
- Completing questionnaires and analyses in a timely fashion;
- Perform other related research and administrative duties.
Job Qualifications

- Bachelor's degree and/or prior related work experience
- Proficiency in using various Microsoft Office applications such as World, Excel, Access, Power Point and Outlook
- Effective oral, written, communication, interpersonal skills
- Strong organizational and problem-solving skills
- Exceptional attention to detail and accuracy

Please send a current CV and letter of interest, to Xiang Xu (xiang.xu@mssm.edu)