Business Title: Research Assistant I
School/Unit: Harvard Medical School
Sub Unit: Wyss Institute
Location: USA – MA – Boston
Job Function: Research
Department: The Wyss Institute for Biologically Inspired Engineering/Clinical Research Team

Overview: The Clinical Research Team at the Wyss Institute is looking for a highly motivated, undergraduate student who is interested in clinical research and also majoring in public health, psychology or biology (or other science majors) to assist the team with the responsible conduct of research on all Wyss clinical research studies. The ideal candidate is organized, able to work independently and within a team setting, exhibits excellent communication skills and great attention to detail and requires minimal oversight.

Duties and Responsibilities: The research assistant will support the clinical research team on all clinical studies at the Wyss Institute. These duties include but are not limited to the following: Coordinating research study visits; recruiting, screening and consenting potential research participants; assisting the research team with protocol and case report form development, data collection, data entry, internal audits, quality control and quality assurance of the data; maintenance of regulatory and participant binders.

Basic Qualifications: Undergraduate student interested in a career in clinical research. Interest in device research is preferred. Clinical research experience is not required.

Additional Qualifications: Excellent organizational skills, attention to detail, creativity, and communication (oral and written) ability. Proficient with office productivity software (MS Word, Excel, PowerPoint, etc.). Willingness to tackle multiple projects simultaneously. Willingness to work at all levels to accomplish team goals. Ability to work with patients, caregivers, and staff in a clinical setting.