Description for Job IDs 329397 (Duluth) and 329396 (Minneapolis)

REQUIRED QUALIFICATIONS:
- Bachelor's degree in a health-related field or a combination of related education and research experience to equal four years.
- Experience in human subjects research and data entry
- Demonstrated excellent communication, organization, and time-management skills.

PREFERRED QUALIFICATIONS:
- Experience with subject recruitment, conducting study sessions involving human research subjects, and collecting and entering data.
- Demonstrated ability to work both independently and collaboratively.
- Knowledge of Excel and experience with REDCap, Google Drive, and Google Calendar.
- Experience with phlebotomy (venipuncture, peripheral IV catheter).

DESCRIPTION:
This is a temporary position for approximately 1-2 years.
The Behavioral Medicine Laboratories/Stress and Resilience Research Labs (Dr. Mustafa al'Absi, Director) are looking for a research assistant who will collaborate with fellow research professionals and student researchers to coordinate and execute subject recruitment, data collection, data entry, and other tasks that support clinical research related to stress and addiction (tobacco, marijuana).

DUTIES:
Duties will include recruiting subjects and conducting telephone screenings for eligibility, running subjects through study protocols, processing samples (urine, saliva, blood), data entry/management, and study organization. The research assistant will also collaborate with coworkers for scheduling, training, and instructing the work of other employees, such as student workers.
The ideal applicant will be interested in gaining valuable research experience that will contribute to the candidate's educational and/or career goals (e.g., preparation for graduate school); and they will be open to the possibility of expanding responsibilities to facilitate every step of the research process.
***The Employer retains the right to change or assign other duties to this position.

INITIAL RESPONSIBILITIES:
- Recruitment and screening - 25%
- Protocol Implementation and Data Collection - 50%
- Preparation, data maintenance and entry - 25%