

**Research Study Assistant  
Lifespan Development Lab  
Northwestern University**

**Job Summary:**

Performs biomedical &/or social-behavioral research by administering tests &/or questionnaires following protocols; collecting, compiling, tabulating &/or processing responses; gathering information; &/or assisting in the preparation of material for inclusion in reports. Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

*Please note:* travel to downtown scanning facility at Feinberg School of Medicine.

**Specific Responsibilities:**

*Technical*

- Conducts screening interviews.
- Administers tests &/or questionnaires following protocols
- Collects, enters, codes, compiles, & summarizes data
- Oversees administration of research protocols
- Flow across Haase & Mittal labs

*Administration*

- Maintains detailed records of results which may include collecting, extracting & entering data; &/or preparing basic charts & graphs.
- Performs scientific literature searches in support of research.
- Completes portions of grant applications &/or documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

*Finance*

- Compensation, travel expenses
- Monitors & distributes petty cash.

*Supervision*

- May train other research staff to interview/test participants.

*Miscellaneous*

- Performs other duties as assigned.

**Minimum Qualifications:**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience.
- Must complete Northwestern's IRB CITI training before interacting with any participants & must re-certify every 3 years.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

- Data entry.

**Preferred Qualifications:**

- A bachelor's degree in a social or health science.
- Previous research experience.

**Preferred Competencies: (Skills, knowledge, and abilities)**

- Experience with one or more of the following: Dyadic Interaction Studies, Psychophysiology Studies, Facial Expression Studies, Epigenetic Studies

*Northwestern requires all staff and faculty to be vaccinated against COVID-19, subject to limited exceptions. For more information, please visit our [COVID-19 and Campus Updates website](#).*

*The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.*

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[https://careers.northwestern.edu/psp/hr857prd\\_er/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_SEA\\_RCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=42413&PostingSeq=1](https://careers.northwestern.edu/psp/hr857prd_er/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEA_RCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=42413&PostingSeq=1)

If you are a current employee of Northwestern please use the following link instead:

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