

Location Evanston, Illinois

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Department: Education & Social Policy
Salary/Grade: NEX/9

The Life-Span Development Laboratory (LDL) at Northwestern University (PI: Dr. Claudia Haase) is looking for a research study assistant. We examine pathways towards happy and healthy development across the life span with a focus on emotions in individuals and couples. Our research combines insights and paradigms from life-span developmental, affective, and relationship science. We use multiple methods (autonomic physiology, behavioral observations, subjective emotional experience ratings, linguistic markers), age-diverse samples (from adolescence to late life), diverse study designs (experimental and longitudinal), and single-subjects and dyadic approaches (studying couples, parents and children, and friends). To learn more about LDL, please visit: <https://sites.northwestern.edu/haaselab/>

The current position has a focus on research with older adults and older couples and may be ideal for someone looking to go to graduate school. **A cover letter is strongly preferred.**

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).

Specific Responsibilities:

Technical

- Recruits study participants.
- Reviews & obtains informed consent.
- Schedules study visits with participants.
- Conducts interviews.
- Scores test results.
- Collects survey data.
- Reviews medical records.
- Consults with nurses & physicians to determine pretreatment & eligibility requirements of protocol from completion to registration of participants.
- Facilitates communication with key personnel & participants to maintain project study flow.

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

- May process reimbursements for travel expenses.
- Monitors & distribute petty cash.
- Processes invoices &/or purchase requisitions.
- Coordinates fund distribution among multiple sponsors and clinical sites.

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 NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Benefits:

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

Work-Life and Wellness:

Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles. We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.

Professional Growth & Development:

Northwestern supports employee career development in all circumstances whether your workspace is on campus or at home. If you're interested in developing your professional potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.

Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe illness. More information can be found on the [COVID-19 and Campus Updates](#) webpage.

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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