

Job Title: Clinical Research Coordinator II – Infectious Disease

Req #:

Job Category: Clinical Research

Department: MGH Infectious Disease

Location: Boston, MA

Hours/Week: 40

Job Type: Regular

Employment Type: Full Time

General Overview:

The Clinical Research Assistant for the Translational Research Program will work and interact with a variety of professionals in a multidisciplinary research environment conducting HIV/AIDS research. The Research Assistant must be comfortable and flexible working independently and on multiple projects at the same time. The Research Assistant will regularly interact with HIV-positive individuals enrolled in various research studies.

Responsibilities:

- Correspond with physicians, nurses, and laboratory researchers
- Maintain databases for clinical and laboratory data
- Recruit patients and screen eligibility for current studies
- Enroll new patients and maintain study files
- Obtain specimens for laboratory researchers
- Coordinate scheduling and follow-up study visits
- Other duties executed under the supervision of the Research Nurse Coordinator

Requirements:

- Minimum education of BA/BS, preferred in Biology or other related science field
- Excellent communication and interpersonal skills
- Must be open-minded and non-judgmental regarding HIV diagnosis, sexual and behavioral practices, age, gender, and racial diversity
- Proficiency in computer skills including Microsoft Windows, Word, Excel, Access, and internet applications
- Phlebotomy experience preferred but will train if necessary
- Well organized and careful attention to details
- Some knowledge of medical terminology
- Ability to work both as a team member and independently
- Ability to respect confidential medical information
- Must be self-motivated and assertive