Position Overview:

The Road Home Program at Rush University Medical Center is a program focused on Veterans with trauma. We are looking to hire a full-time research assistant to assist in conducting cutting-edge research to improve mental health care for veterans and their families. Our research focuses on several key areas including the effectiveness and efficiency of novel PTSD treatments, military sexual trauma, and biomarkers related to PTSD. Please check out the Road Home website by clicking here: www.roadhomeprogram.org. Please also feel free to click on the Menu icon to the top right of the webpage and then click on "Research." If you are interested in these topics and are looking for research experience before applying to graduate school, you may be the right candidate for the Research Assistant position with the Road Home Program!

This position will assist in a variety of activities involved in the collection, compilation, documentation and analysis of clinical research conducted by principal investigator(s) at RUMC, Department of Psychiatry. Assisting investigators in data collection and recording and administrative tasks is expected. Opportunities may also exist to attend professional conferences and to assist with scientific publications and presentations. Rush employees are expected to exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

Principal Duties and Responsibilities:

1. Participate in clinical research studies conducted by principal investigator(s), including grant-funded research or industry-sponsored clinical trials/drug studies conducted by RUMC Department of Psychiatry and its affiliated sites. Responsible for all data collection and recording for studies.

2. Maintain research records and documents relating to each clinical research study.

3. Actively work with principal investigator(s) to recruit patients for clinical/drug/device studies, including study advertisements and marketing per protocols established by regulatory agencies.

4. Confer with study participants to explain purpose of study. Coordinate schedule for patient study procedures.

5. Ensure compliance with protocol guidelines and requirements of regulatory agencies. Identify problems and/or inconsistencies and monitor patients' progress in study to include completing all documentation and reporting of adverse events. Recommend corrective action as appropriate.

6. Assist in the preparation of oral or written reports to both the study sponsor and the Rush IRB on progress of the study, recruitment, collected clinical data, trends and appropriate recommendations for meeting recruitment projections for studies.

7. Coordinate the development of forms, questionnaires for the application of research techniques. Performs other related duties incidental to the work described herein. Perform other duties as necessary to advance research in the Department of Psychiatry.

Position Qualifications:
1. A Bachelor’s Degree or higher in a field related to health science or completion within the first 6 months of employment is required.

2. Excellent organizational, interpersonal, problem-solving, and logic ability skills.

3. Must be able to focus on tedious mental tasks with great accuracy. There is a great amount of clerical and data entry work for this position that have deadlines and require a high level of accuracy.

4. Basic knowledge of email, Excel, Microsoft Office and Adobe Acrobat needed.

5. Ability to obtain clinical information from Rush based patient care systems as required for the performance of duties and responsibilities.

**About Rush:**

RUMC offers a competitive salary, outstanding benefits & the professional advantages of an environment that supports your development & recognizes your achievements.

Rush University is home to one of the first medical colleges in the Midwest and one of the nation’s top-ranked nursing colleges, as well as graduate programs in allied health, health systems management and biomedical research.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

**Contact Information:**

If you are interested in applying for the Research Assistant position in the Road Home Program at Rush, please send your CV/resume and a brief (~1 paragraph) statement describing your interest and fit for the position to Dr. Philip Held at Philip_Held@rush.edu.