APPLICANTS selected for an interview will be REQUIRED to complete a Criminal Record Supplemental Form (CS-14B) at the time of initial interview or anytime thereafter. A conviction is not necessarily a bar to employment. (Rhode Island General Law §28-5-7(7)).

Posting Details

Posting Number:
6001367
Job Title:
Research Assistant II (CPRC)
Position Type:
Staff
Union:
PTAA - Professional/Tech/Admin Assoc
Status:
Calendar Year
Full-time
Limited
Department:
Cancer Prevention Research Ctr
Duties and Responsibilities:
This position is limited to 12/31/2014 with extension contingent on funding.

BASIC FUNCTION:

Conduct the day-to-day duties involved in a behavior change science research project(s) that are conducted within criminal justice/legal settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit and screen study participants in person, off-site, or by telephone using standardized research protocols.

Travel to assessments sites, which can include emergency departments, legal settings, colleges, hospitals and/or substance abuse treatment facilities.

Conduct subject tracking and follow-up assessments.

Conduct tracking of participant incentives.

Assist with preparation of progress reports.

Assist with maintaining quality control of data and tracking records.

OTHER DUTIES AND RESPONSIBILITIES:
Perform additional duties as assigned by the Principal Investigator and/or Assessment Coordinator.

LICENSES, TOOLS AND EQUIPMENT:

IBM Personal computers, printers, word processing, database management and spreadsheet software.

Required Qualifications:

Required:

1) Bachelor’s degree.

2) A minimum of two years of professional research-related work experience, with one year in a clinical setting.

3) Demonstrated experience with computer programs, including word processing, spreadsheet and database management applications.

4) Demonstrated knowledge of library databases and APA reference style.

5) Demonstrated knowledge of experimental research methodology.

6) Demonstrated strong organizational and interpersonal skills.

7) Demonstrated ability to communicate effectively verbally and in writing.

8) Demonstrated ability to travel to various study sites.

9) Demonstrated experience in working with diverse groups.

10) Demonstrated ability to clear a Bureau of Criminal Identification (BCI) check and a Child Abuse and Neglect Tracking System (CANTS) check.

Position Number:

107049

Preferred Qualifications:

Preferred:

1) Demonstrated experience with PowerPoint and Excel.

2) Demonstrated knowledge of clinical research procedures.

Environmental Conditions:

This position is not substantially exposed to adverse environmental conditions. Evening and weekend work required.

Posting Date:

02-10-2014

Closing Date:

02-21-2014

(This date includes grace period if applicable.)

Special Instructions to Applicants:

Please attach two (PDF) documents to the online Employment Application: Cover letter and Resume which includes the names and contact information for 3 references.
Pay Rate:
$28,357 - $35,559

Pay Grade Level:
3

Physical Demands

Campus Location:
Kingston

Building(s):

Work Hours: