Job Description for Rheumatology/Arthritis/Total Joint Replacement Research Assistant:

Job Start Date: May/June 2015
Location: Hospital for Special Surgery, New York City

We are looking for one research assistant to work with Dr. Lisa Mandl on studies of arthritis and total joint replacements.

The successful applicant must be available for at least a FULL 12 months. Option available to stay for 24 months.

Specific Duties:
- send out letters to patients inviting them to participate in studies
- administer questionnaires to patients in person, by mail and by phone
- act as a resource for patients regarding study consent forms
- act as a liaison between physicians, physician’s office staff and study participants
- coordinate patient visits with physician schedules
- be a contact person for patients to call regarding questions regarding study protocols
- call patients between visits to ensure compliance and answer any questions
- setting up electronic databases and creating electronic data collection forms
- data entry into an electronic database
- organize and maintain all paperwork related to the study
- obtain tissue samples from the operating room
- submit abstracts to academic meetings to disseminate study results
- help create poster and slide presentations of study results

Necessary Skills:
- computer literate: Microsoft Word, Excel, data entry
- good telephone and interpersonal skills
- detail oriented and organized
- excellent writing skills

The successful applicant for the position of Research Assistant will be an organized individual who is able to perform a variety of different tasks essential to the conduct of a clinical study. He or she will be flexible, as the job description may evolve as studies progress. The research assistant will have access to the medical records of patients, and should appreciate this privilege, and maintain strict confidentiality with all patient medical data. The research assistant will also have good interpersonal skills, as he or she will be interfacing directly with patients on a routine basis.

The applicant must be available on site at the hospital during patient visits.

For further questions, please send current resume, unofficial transcript and cover letter to:

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