Nathan Smith Society alumna, Sonia Yuen 11, who is taking a year-off between her 3rd & 4th years of medical school (Washington University, St. Louis) doing research at Boston Children’s Hospital’s Pediatric Otolaryngology department has passed on information to me about this job opportunity for a graduating senior. Details in enclosure.

She says; "I have learned so much in my short time here, and would definitely encourage pre-med students to take a year off sometime before residency. If they have any questions about the job posting or medical school in general, students can contact me (Sonia.Yuen@childrens.harvard.edu)"

-Lee

Research Study Assistant II

A position for a Research Study Assistant II is available in the Department of Otolaryngology and Communication Enhancement.

Summary
Research involves evaluation and analysis of various etiologies of otolaryngology related disorders. The individual will be expected to build a thorough knowledge base of otology, laryngology and balance disorders from both a clinical and research oriented perspective.

Principal Duties and Responsibilities
• Assists PI in preparing new applications for research funding and in developing, implementing, and managing ancillary study grants.
• Coordinates and prepares the necessary documentation for Institutional Review Board (IRB) and Committee on Clinical Investigations (CCI) submissions, together with the Private Investigator of the study.
• Develops and implements systems and procedures to meet study goals and protocol requirements.
• Consents and recruits patients for research studies through personal interviews and written communications with patients/families as necessary.
• Monitors and reviews data collection and data entry, and informed consent procedures - ensuring consistency of application for each study.
• Creates and prepares data collection statistical reports and analytical summaries for distribution to study research team for review and analysis.
• Writes articles and summary papers of studies for submission to medical journals, as may be requested/necessary.
• Assists with the preparation and delivery of presentations at meetings and conferences.
• Coordinate and collaborate with members of other departments on joint projects.
• Performs other miscellaneous administrative duties as assigned or required.

**Minimum Knowledge and Skills Required**
• Work requires a Bachelor’s degree in an appropriately related discipline, preferably in a Life, Health, or Social Sciences field.
• Work requires the analytical skills to gather and interpret data in which the information or problems are moderately complex to complex.
• Work requires well-developed communication skills in order to provide critical information to patients, effectively deal with conflicting views or issues, and the ability to mediate fair solutions. Work also requires advanced writing skills.
• The individual should be able to work independently, be highly organized and motivated.
• This position may require a 2 year commitment. Please indicate in your cover letter if you can make this commitment.

**Start Date:** end of May/beginning of June

Interested applicants should email their resume and cover letter to ORLresearch@childrens.harvard.edu with the job title as the subject of the email. Feel free to email with questions about the position as well.