PatientsLikeMe is offering a 2 yr position in Cambridge, MA. Learn more about PatientsLikeMe here. The description is below and inquiries regarding being hired for the position should be sent to careers@patientslikeme.com and inquiries about my experience here for the past year should be sent to auriell.n.towner.13@dartmouth.edu.

DESCRIPTION:
We are looking for a dynamic individual to join us as a Research Assistant with our Research Team. These teams are responsible for research projects to learn more about patients with life-changing illnesses. The Research Assistant will support a variety of data and research projects and help with the administrative workload of the team. Research assistants at PatientsLikeMe have the opportunity to learn alongside a unique team from disciplines as diverse as psychology, biostatistics, data science, drug safety, pharmacology, consumer informatics, and neuropsychology. The successful candidate will work full-time at our office in Cambridge, MA. We are looking for a two-year commitment.

QUALIFICATIONS:
Passionate about health data, intellectually curious, hard working
Bachelor’s degree with a biological sciences, social sciences, and/or health-related major (please no graduate degrees) - epidemiology and/or biostatistics background is a plus
Proficient in Microsoft Office (MS Excel, MS Word, MS PowerPoint) and shared collaborative document systems (i.e., Google docs); familiarity with medical informatics a plus
Maturity and confidence in interacting with patients and research collaborators
Strong analytical skills and conceptual thinking
Ability to work collaboratively in a multidisciplinary environment
Strong writing and editing skills
Disciplined, self-motivated, attention to detail, able to prioritize workload

RESPONSIBILITIES:
Conducting literature reviews
Data entry and cleaning
Ensure accuracy and integrity of study data
Entering and testing surveys in an online survey tool
Participation in development of proposals, protocols, and reports
Coordination of research materials for ongoing and future research
projects
Reviewing and coding qualitative data
Assisting in development of IRB submission materials
Setting up accounts and collecting necessary documentation from external
researchers
Assisting in grant-related administrative work
Project scheduling
Patient recruitment and scheduling
Assisting with manuscript development
Developing project libraries (documenting findings, populations, and
content)

**TO APPLY:**
Send a cover letter and resume to careers@patientslikeme.com describing
why you are the best person for this position (remember you’ll be
competing against some stiff competition!), and suggest one research
question that you would like to see answered by the data on our website.