The Orthopaedic and Arthritis Center for Outcomes Research (OrACORe), an internationally recognized clinical and policy research group at Harvard Medical School and Brigham and Women’s Hospital, is looking for a Research Assistant. This position will provide you with an opportunity to work in the exciting Longwood Medical Area academic environment, which is home to Harvard Schools of Medicine and Public Health and several large academic medical centers, and to be involved in cutting edge clinical and health policy research. This is a great opportunity for those planning to attend graduate school or medical school, or to continue working in research.

Principal Duties and Responsibilities:

Assist in implementation of clinical research studies, including the following:
• Conduct enrollment and follow-up telephone interviews and survey evaluations; schedule and complete in-person study visits for randomized controlled trial
• Serve as a primary contact for study participants
• Work with OrACORe faculty (Clinicians, Biostatisticians, and Epidemiologists) to design, implement, and analyze data, and report results of research studies
• Conduct data cleaning and organize study data
• Learn to use computer simulation model to conduct research analyses
• Develop additions to the simulation model and create algorithms for the model programmer that describe such additions
• Summarize data and generate reports; present findings at weekly and monthly meetings
• Assist in preparing research documents, presentations, manuscripts, grant proposals, and journal articles
• Complete literature reviews on relevant research topics
• Correspond with and prepare materials for the Institutional Review Board (IRB) for protocol amendments, consent form changes, and annual reports
• Attend weekly and monthly meetings and take minutes at project-related and group-wide meetings
• Other administrative duties, as needed

Requirements
• BA/BS
• Organizational skills and attention to detail
• Strong analytical skills
• Ability to work as a team member and independently
• Excellent oral and written communication, and interpersonal skills
• Experience in decision analytic methods and cost-effectiveness analysis desirable
• Proficiency with standard office software (Microsoft Word, Excel, and PowerPoint as well as Internet applications) and the ability to learn new computer applications
• Intellectual independence and initiative
• Interest in public health, biostatistics, epidemiology, health policy, medicine, computer science and/or applied mathematics.

Please submit your resume and cover letter to Faith Selzer at fselzer@partners.org.