

Title: Research Assistant

Department: Center on Medicine as a Profession, Columbia University

**Job Description:**

The Center on Medicine as a Profession seeks a Research Assistant to offer research and administrative support to a project on the medical profession's relationships with the pharmaceutical industry. The project will evaluate efforts to control conflicts of interest resulting from physician-industry interactions, focusing on academic medical centers and professional medical societies. The project will investigate current policies, monitoring efforts, best practices, case studies of success and failure, and the potential for change. The assistant will work on all aspects of the project including: on-line and library research; drafting and editing manuscripts and memorandums; contributing to the intellectual quality of the project; helping to conduct interviews for case studies; arranging logistics for travel, meetings, conferences; and other related duties. Some travel to research sites is required.

**Qualifications:**

The successful candidate will be:

- Highly organized with great attention to detail
- A good problem-solver with evidence of sound judgment
- Independent; capable of prioritizing and managing several projects at once and taking responsibility for meeting deadlines
- Significantly experienced in research, with knowledge of appropriate online databases and search engines
- Highly skilled in written English with the ability to organize materials and formulate cogent arguments
- Knowledgeable about issues in health care, medicine, and human rights
- Culturally sensitive, decisive, and of total integrity

**\*Minimum Qualifications \***

- Bachelor's Degree, preferably in the social sciences
- Demonstrated ability to work in an interdisciplinary academic setting
- Strong organizational, interpersonal, analytical, and research/writing skills
- Technologically savvy; excellent computer skills, with proficiency in Word, Excel, PowerPoint and Outlook
- Two-year commitment to the position

Salary commensurate with experience.

Start date: no later than June 1st. If feasible, an earlier start date would be welcome.

**\*How to Apply\***

Please create a Master Application on the Jobs at Columbia

website:<https://jobs.columbia.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1199811864434>