



Clinic for Special Children

535 Bunker Hill Road, PO Box, 128. Strasburg, PA 17579 T 717.687.9407 F 717.687.9237

Job Description

Position Title:	Research Associate
Department:	Research Operations
Reports to:	Research Operations Director
FLSA Status:	Salaried, exempt

Nature of Job

The Research Associate will assist in various aspects of current research projects under the direction of the Research Operations Director, and in collaboration with the clinical and laboratory teams. The Research Associate is responsible for executing research protocols through activities such as generating data, accurately recording results, and analyzing data with the research team. He/she will have a significant role in communicating with families engaged in research, planning family education days, and working with the Research Operations Director and Communications Manager in generating written materials. He/she will also coordinate with external research collaborators to accomplish research aims.

Qualifications

- Bachelor's degree in the sciences or related field
- Foundational knowledge of genetics and biochemistry
- Proficiency in Microsoft Office, Apple OS, and email
- Experience using statistical software such as SPSS or GraphPad Prism
- Ability to follow detailed protocols accurately and consistently
- Excellent organizational skills
- Exceptional attention to detail
- Ability to work independently and manage time appropriately
- Proficiency in oral and written communication skills
- Strong teamwork skills
- Ability to perform venipuncture procedures or willingness to learn
- Commitment to the Clinic for Special Children's mission and values

Responsibilities

- Maintain updated CITI training in Biomedical Research and Good Clinical Practice
- Follow standard IRB policies and research protocols/procedures
- Manage research protocols and accomplish tasks by established deadlines
- Respond to variances in protocol implementation
- Explain research protocols and aims to research participants
- Generate written materials including invitations, letters, and study flyers or brochures
- Travel to research participants' homes, properly consent families, and conduct research protocols including surveys and sample collection
- Accurately collect, record, and organize data in Excel or other data collection/analysis software
- Coordinate with external research collaborators
- Prepare data for analysis and reporting to outside collaborators
- Plan and execute family education days for specific disorders
- Prepare and send sample collection kits as needed
- Other duties as needed and assigned by supervisor