

## Job Description



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<b>Job Title:</b>	Recruitment/Research Assistant
<b>Department:</b>	Centre for Ocular Research & Education (CORE)
<b>Reports To:</b>	CORE Administrator
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 3
<b>Effective Date:</b>	August 2019

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### **Primary Purpose**

This position provides support to three distinctive administrative groups within CORE. These include the Recruitment Team, who is responsible for attracting the study participants required for all CORE studies, the Research Assistants, who are responsible for the management and dispensing of all study product and the instructing of study participants on their use and the Administrative Team, who manage the CORE reception area and the scheduling of all study participants. This position is contingent upon funding.

### **Key Accountabilities**

#### **Recruitment Team Assistant**

- Assist with the development of recruitment strategies and associated documents, including study-specific promotional material and advertising, in accordance with research ethics standards.
- Establish contact with potential study participants and direct them toward the appropriate study.
- Assist with development of, and participation in, outreach events.
- Assist with the management of the CORE recruitment social media platforms including development and uploading of content and promotional material in accordance with research ethics standards.
- Maintain the CORE Pre-Screening study participant database by inputting and updating information and querying the database to match potential participant characteristics with study inclusion criteria.
- Treat and use participant information in a confidential and sensitive manner according to clinical trial regulations and University policies.

#### **Research Assistant Support**

- Assist with the dispensing of study materials and instructing study participants on their use and care according to procedures specified in the study protocol and following multiple randomization schedules for each study.
- Assist with the maintenance of accurate logs of supplies dispensed and a documented inventory of all study supplies on hand.
- Successfully complete all required study training.
- Assist with the reconciling and disposing of study products at the end of the study according to study protocol and appropriate UW guidelines.

#### **Support of Administrative Team and Other Administrative Tasks**

- Send reminder emails of upcoming appointments to study participants.
- Assist with the management of study participant files.
- Provide backup for the Administrative Team during absences.
- Develop and source industry specific content for the CORE Eye News social media platforms and prepare and upload content calendars on a biweekly basis.

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- Assist with completion of other administrative tasks as may be requested from time-to-time by the CORE Administrator, Clinical Research Managers, Recruitment and Marketing Coordinator, Research Assistants, Resources Schedulers, research personnel or other CORE members.

### Required Qualifications

#### **Education**

- High school diploma or equivalent.

#### **Experience**

- 1-2 years' experience working in a customer service role would be preferred.

#### **Knowledge/Skills/Abilities**

- Strong organizational and time management skills.
- Excellent written and verbal communication skills as well as attention to detail.
- Proven ability to generate content and manage social media platforms, particularly on Facebook, Twitter and Instagram.
- Interest in community outreach would be an asset.
- Ability to work independently and within a team environment.

### Nature and Scope

- **Contacts:** The incumbent works closely with the following CORE personnel to collaborate on work initiatives and projects: Recruitment Team, Research Assistants, Resource Schedulers, research personnel, CORE Senior Admin Team and other members of CORE as required. A critical component of this position is contact with potential study participants throughout the community to promote CORE in order to meet study participant recruitment requirements. The incumbent will also have contact with study participants to provide information related to the use and care of study products.
- **Level of Responsibility:** This position generally takes direction from other members of CORE. However, the incumbent will be expected to work with minimal supervision, particularly when assisting the Research Assistants. The incumbent will be required to execute study specific clinical research activities according to CORE's study protocols and work instructions as they relate to the accountability of study products. This requires a significant amount of attention to detail as errors will impact the integrity of the study data.
- **Decision-Making Authority:** CORE employees are required to function according to a series of study protocols, Standard Operating Procedures and Work Instructions. The incumbent must be able to decide when a particular activity or task falls outside of the scope of these documents and must be elevated.
- **Physical and Sensory Demands:** This position experiences moderate physical demands when assisting the Research Assistants as the incumbent may be required to be on his/her feet for extended periods during dispensing of study products. The incumbent may also be required to lift and carry boxes when assisting with the receiving and inventorying of study products. Assisting the Recruitment and Administrative Teams may require extensive computer work. Sensory demands may include an increased level of attention to detail when dispensing study products and conflicting priorities and distractions throughout the day.
- **Working Environment:** This is minimal exposure to disagreeable conditions typical of an administrative position required to occupy a shared office.