

Research Assistant Position Opening(s) for Dr. Henry Bernstein

Cohen Children's Medical Center and Zucker School of Medicine at Hofstra/Northwell

Position Description

The primary goal of our research team is to promote the health and well-being of children and families in communities within New York City and the surrounding areas. Our work falls into multiple domains: clinical medicine, clinical research, quality improvement, medical education, health policy, and administration. The research assistant will be an integral member of our General Pediatrics team in the Department of Pediatrics, participating in all components of all projects.

Responsibilities

- Actively contribute to the development, implementation, and evaluation of pediatric obesity and breastfeeding promotion initiatives at multiple practice sites throughout Queens and Long Island:
 - Provide administrative support to the team, including scheduling and preparing for meetings, trainings, and presentations.
 - Work with local organizations to provide affordable and accessible community resources for patients and their families.
 - Complete frequent site evaluations to monitor progress and outcome measures.
- Draft and edit research study manuscripts, news reviews for pediatric websites, and clinical questions submitted to parenting websites. The research assistant will also write for additional pediatric/ health policy/ health advocacy sites, articles, or presentations as they arise, such as Grand Rounds, physician recertification meetings, pediatric online resources, American Academy of Pediatrics policy statements, and more.
- Take the lead in managing all facets of clinical studies, including but not limited to: recruitment and enrollment of patients, communication with study sponsors, and leadership at sponsor visits, management of regulatory documents, and keeping up-to-date on all IRB (Institutional Review Board) documents and communication.
- Manage various administrative, clinical, and project responsibilities as they arise. The research assistant will be expected to learn how to fulfill them with the initial guidance and support of Dr. Bernstein or current research assistants. The research assistant will be able to contribute to processes and projects from start to finish; s/he will develop the logistical and medical knowledge required at all phases of projects and be able to recognize the value s/he added to the final product.
- The research assistant will also have the opportunity to attend relevant trainings and conferences on pediatrics, obesity prevention, and/or breastfeeding promotion and support.

Qualities

Candidates for this position should have:

- Comfort with working on multiple projects simultaneously
- Excitement for pediatrics and health policy work
- Meticulous attention to detail
- Strong teamwork and communication skills
- Ability to work independently and take initiative
- Willingness to adjust work hours based on deadline demands
- Experience coordinating meetings, organizing meeting notes, creating agendas, and other administrative tasks

Previous research experience is appreciated but not necessary. Quick learners and compassionate workers take precedence. Minimum one year commitment. Ideal gap year position for individuals planning to apply to graduate or medical school in the near future.

Interested applicants may send cover letters and 1-page resumes to Victoria Chi via email to chivictoria@gmail.com. Please respond by close of business on January 19th, 2018.

Additionally, feel free to contact any of the current research assistants: Victoria Chi (chivictoria@gmail.com), Shannon Cleary (shannon.s.cleary@gmail.com), Angie Lee (younjilee.ga@gmail.com), Irene Song (irenesong94@gmail.com), and Yingna Wang (yingna9@gmail.com) with any questions regarding the position.