

Clinical Addiction Research and Education (CARE) Unit - Research Assistant (RA)

The BU School of Medicine/Boston Medical Center's Clinical Addiction Research and Education (CARE) Unit is seeking a bright and motivated student to assist faculty and staff with research activities. The CARE Unit is an academic unit addressing clinical, education, and research aspects of alcohol and other drug use disorders, including the relationship between substance use and HIV/AIDS in international settings.

Research Assistant (RA) responsibilities may include:

- Assisting in the preparation of grant proposals
- Literature searches & maintaining a reference database (i.e. RefWorks)
- Creating & editing research presentations with PowerPoint
- Keeping study protocol and IRB regulatory binder up-to-date
- Assisting with planning, marketing, and evaluation of an addiction medicine training program
- Editing & submitting journal articles
- Coordinating meetings (e.g., preparing handouts, taking minutes, arranging conference calls)
- Making travel arrangements
- Editing website content
- Misc. tasks (e.g., on-campus errands, data entry, and chart review)

Preferred experience, skills, & interests:

- Enrolled in a Masters of Public Health program through at least December 2014
- Ability to make a one-year commitment
- Ability to work on multiple simultaneous projects in a deadline-driven environment
- Enjoys working both independently and as part of a team
- Interest in HIV or addiction issues
- Ability to work 10-15 hours a week
- Fluency in Russian a plus

This is a great opportunity for a highly motivated, organized and detail-oriented student to gain experience in program implementation/delivery and the conduct of research. The CARE Unit is located on the BU Medical Campus in the Crosstown Building (801 Massachusetts Avenue).

Please send a cover letter (indicating when you could start) and a resume to:

Laura Wulach, MPH
Research Project Manager
Laura.Wulach@bmc.org