Employer Name: Memorial Sloan Kettering Cancer Center
Position Title: Research Study Assistant I
Location: New York City, New York
Industry: Healthcare

Job Description:

You Are:

- A good decision-maker, with proven success at making timely decisions that keep the organization moving forward
- Consistently achieving results, even under tough circumstances
- Able to hold yourself and others accountable in order to achieve goals and live up to commitments
- An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding
- Resilient in recovering from setbacks and skilled at finding detours around obstacles
- Flexible in your approach and demeanor in order to align with the shifting demands of evolving circumstances
- Interested in medical terminology and science
- You are comfortable with or interested in working with and organizing large amounts of data

You Will:

- Be responsible for data collection including utilizing appropriate methodologies to collect human subject information for a research project, database and/or protocol (clinical trial) by reviewing patient charts, existing databases, and other sources within a specified timeframe
- Interact with team members and individuals across MSK regarding data input
- Generate data reports and deliver to all necessary parties on the progress of research project, database or protocol
- Ensure that all appropriate Institutional, State, and Federal regulations are followed throughout the research project, database or protocol, and that research protocols are approved by Institutional Review Board and all regulatory documentation is completed
- Provide clerical and administrative support, such as filing and scheduling meetings and appointments as needed

You Have:

- Excellent Communication, attention to detail, information and time management, administrative and Computer Skills
- A Bachelor's degree

Hours: Initial training M-F 9 am – 5 pm; Variable four day weekly schedule M-F 8 am to 6 pm based on needs.

Closing:

Duration: Permanent
Job Functions: Data Analytics, Research

Employer Description:
At Memorial Sloan Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. By working together and pushing forward with innovation and discovery, we're driving excellence and improving outcomes. For the 27th year, MSK has been named a top hospital for cancer by U.S. News & World Report. We are proud to be on Becker's Healthcare list as one of the 150 Great Places to Work in Healthcare in 2016, as well as Glassdoor's annual Employees' Choice Awards 2017. We're treating cancer, one patient at a time. Join us and make a difference every day.

Employer Locations: New York, New York
Allowed School Years: Seniors
Allowed Majors: All Majors
Work Authorization Requirements: US work authorization is required