

**Research Assistant [Bilingual English/ Spanish]**  
**NYU School of Medicine, Department of Population Health, Division of Epidemiology**

**Position Summary:**

We are developing a New York region cohort focused on the microbiome. The Research Assistant will be responsible for daily study operations, reporting directly to the Senior Research Coordinator.

The NYU FAMiLI Study is designed to improve our understanding of the role of human microbiome in health and disease. This study will serve as a critical NYU biorepository resource for research on human genetics and the microbiome in health and disease. The study is in its beginning phase, and will build a large cohort by recruiting in the Tri-State area through two different methods- mass mailing and community-based, onsite recruitment. For the latter, research staff will recruit in Korean, Chinese, and Hispanic communities in order to build a diverse cohort. Participants are provided a kit containing two questionnaires, a mouth wash collection kit, and a stool sample collection kit to complete at home.

**Principal Responsibilities:**

The individual will participate with other team members in the day to day activities of participant recruitment and follow-up activities, including:

- Recruit participants from partner sites
- Conduct follow up phone calls with individuals expressing interest in the study
- Send, receive, and manage participant kits for about 15,000 study participants
- Respond to phone calls from study participants
- Oversee processing of received fecal and oral samples and record/track specimens in database
- Organize and maintain case files
- Ensure security of all study files
- Perform address searches for participants who are lost to follow-up
- Work with data manager on special projects and quality control procedures
- Send out authorization requests to study participants who report a diagnosis of cancer, in order to obtain their medical records and stored samples of tumor tissue
- Conduct other research study activities, as needed.

**Required Qualifications:**

- Bachelor's degree
- Bilingual: English / Spanish [fluent in reading, writing, speaking]
- Previous research or recruitment related work experience
- Detail-oriented and organized. Excellent oral communication and multi-tasking skills.
- Computer proficiency in Microsoft Office

**Preferred Qualifications:**

- Previous experience in human subjects research
- Knowledge of basic medical terminology

**Interested candidates should send their resume and a brief cover letter to:**

Allyson Ho, MPH

Email: [allyson.ho@nyumc.org](mailto:allyson.ho@nyumc.org)