

University of California Los Angeles

Job Description

The Job Description form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

Position Information

JA Number:

Effective Date:

Department Code / Name:

Organization Code / Name:

Fund Source:

Department HR Contact

Name: Minette Ozuna

Email Address: mozuna@ph.ucla.edu

Phone Number or Extension: 66075

Position Title

Title Code: 7396

Title: PROJECT POLICY ANL 1

Approved Working Title: Research Assistant

Approved Program: PSS

Approved Grade Level: 18

Range Minimum: 21.02

Range Maximum: 46.98

Approved Employee Relations (ER) Code: E-All others, not confidential

Approved Bargaining Unit (BU) Code: 99-Policy Covered

Approved Step Level:	
FLSA Status:	Non-Exempt
Appointment Type:	Limited
Is this a Master Job Description?	No

Reporting Information

Supervisor Name:	
Supervisor Payroll Title:	
Supervisor Working Title:	
Dept Head Name:	
Dept Head Payroll Title:	
Dept Head Working Title:	

Job Summary

Job Summary Statement:	<p>Under the supervision of the Principal Investigator and Project Coordinator at the Center for LGBTQ Research, Advocacy, and Health at the Fielding School of Public Health, the Research Assistant provides recruitment, enrollment, and data collection support with the ongoing implementation of randomized control trials to test behavioral interventions targeted in three key areas: 1) HIV prevention for young transgender women; 2.) PrEP uptake and adherence support for at-risk transgender women; 3.) PrEP uptake and adherence support for male sex workers</p> <p>Typical duties include: Implementing recruitment and retention efforts that lead to study participation; Arranging and conducting studying visits with participants; Coordinating with other community partner recruitment sites; maintaining regulatory procedures and assisting in development of study materials.</p> <p>Additional duties include: Assisting with the publication of research findings through editing, writing, and preparation of manuscripts and conference presentations; Assisting with grant writing and study progress reports as needed; Maintaining current knowledge of HIV research by reading medical journals, articles and other HIV-related publications; Attending conferences, seminars, forums, trainings and other presentations pertinent to the field.</p>
Type of Supervision Received/Exercised:	Performs all duties under the general supervision of Principal Investigator and Project Coordinator at the Center for LGBTQ Advocacy, Research, and Health.

Supervisory Information

Does this job have supervisory responsibilities?	No
# of Career FTE's this position supervises:	None
# of Career FTE's supervised through subordinates:	
Extent of Supervisory Responsibilities:	

Fiscal Responsibility

Amount:	N/A
Type:	
Amount:	
Type:	
Amount:	
Type:	

Core Functions & Duties

% of Time	Core Function	Function Letter	Duty Statements
60	Research support	A	<ol style="list-style-type: none"> 1) Provide support for day-to-day research activities including scheduling research visits, monitoring enrollment and retention activities, and implementing recruitment efforts that lead to study participation 2) Provides support to research study participants interested in PrEP-related care including uptake and adherence 3) Assists with the development and revision of study materials including protocol, informed consent, eligibility screener, and other study documents as needed 4) Coordinates with other study sites to ensure continuity in study procedures 5) Prepares materials for IRB submission, liaising with IRB compliance manager and staff to meet IRB deadlines and ensure that submissions are in line with UCLA procedures 6) Works professionally with relevant community based organizations and community members 7) Maintains established guidelines surrounding confidentiality, data security and monitoring, and ethical accountability in all interactions with study participants 8) Assists with the publication of research findings, grant writing, and study progress reports, as needed 9) Maintains current knowledge of HIV research by reading medical journals, articles, and other HIV-related publications, attending conferences, seminars, forums, trainings, and other presentations pertinent to the field 10) Provides other research support as needed
30	Data management	B	<ol style="list-style-type: none"> 1) Monitor a variety of electronic data systems (eg, Qualtrics, Redcap) 2) Monitor participant tracking across multiple research studies 3) Support data management activities for multiple research studies, including multi-site projects

SKACs

SKAC	Duty Reference	Req/Preferred
Bachelor's degree in social science research or related field	ALL	Preferred
Prior experience conducting human subjects research highly desired	ALL	Preferred
Prior experience with REDCap database software	ALL	Preferred
Experience with HIV risk reduction	ALL	Preferred
Bilingual (English and Spanish)	ALL	Preferred
Familiarity and comfort working with diverse groups of individuals including but not limited to people living with HIV, people who identify as LGBTQ, people who engage in sex work, and people with substance use problems	ALL	Required
Demonstrated ability to take responsibility for assignments and deadlines and to work as part of a team	ALL	Required
Strong organizational skills and ability to multitask and prioritize	ALL	Required

Excellent communication skills (both written and verbal) and computer skills (Microsoft Word, PowerPoint, Outlook)	ALL	Required
Willingness to travel to recruitment sites in the greater Los Angeles area regularly for recruitment and study visits	A	Required
Experience working in an ethnically, culturally, and racially diverse environment	ALL	Preferred
Reliable transportation	A	Required

Special Employment Designations/Requirements

Conflict of Interest:	N/A
Critical:	N/A
Driving Record:	N/A
Other Special Employment Requirements:	

Date *Signature of Supervisor* *Name and Class Title*

Date *Signature of Employee* *Name and Class Title*

