

POSITION ANNOUNCEMENT

Ponce Medical School Foundation, Inc is seeking a motivated, dependable, and research-oriented individual to serve as a full-time **Research Assistant I** for Stress Management and Response Training for Prenatal Evaluation and Parenting (SMART-PREP) research study, with anticipated start date of September 2026.

The selected candidate will support participant recruitment, enrollment, retention, data collection, and study implementation under the immediate supervision of the Research Assistant II and the general direction of supervising staff and study leadership. This is a five-year, full-time position, contingent upon satisfactory performance, continued project needs, and availability of funding.

Required Qualifications

- Completion of at least two years of graduate-level education in psychology, public health, epidemiology, social sciences, health sciences, nursing, or a closely related field.
- Previous research experience or a strong academic and practical foundation in research methods, data collection, and responsible research conduct.
- Fluency in spoken and written English and Spanish.
- Strong interpersonal and professional communication skills, including the ability to interact respectfully and sensitively with research participants.
- Strong organizational skills and careful attention to accuracy and detail.
- Ability to follow research protocols, maintain appropriate documentation, and protect confidential information.
- Ability to work collaboratively and respond appropriately to supervision and feedback.
- Basic proficiency with Microsoft Office and electronic databases.
- Availability to support in-person research activities and maintain participant communication by telephone and email.
- Flexibility to work outside standard business hours, including evenings and weekends, according to participant and study needs.

Preferred Qualifications

- Experience recruiting, enrolling, interviewing, or following research participants.
- Experience administering questionnaires or entering and verifying research data.
- Familiarity with REDCap or other research data-management platforms.
- Experience in clinical, behavioral, maternal–child health, community-based, or longitudinal research.
- Current training in Good Clinical Practice, HIPAA, and the protection of human research participants.

Key Responsibilities

- Support case ascertainment and the identification of potentially eligible participants according to IRB-approved procedures.
- Obtain basic demographic and contact information from potential participants, as authorized by the study protocol.
- Securely convey participant information to authorized study personnel to facilitate screening, informed consent, and enrollment.

- Support participant recruitment, enrollment, scheduling, and retention activities.
- Maintain respectful and consistent contact with participants by telephone, email, or other approved communication methods.
- Provide appointment reminders and study information using IRB-approved procedures and materials.
- Administer study questionnaires and support in-person, telephone-based, or electronic data-collection activities after completing the required training.
- Support study visits and other participant-facing research activities.
- Enter research data accurately into the designated database within established timelines.
- Participate in data verification, quality-control reviews, discrepancy resolution, and data-cleaning activities.
- Maintain accurate recruitment logs, participant contact records, study documentation, and tracking information.
- Protect participant privacy and confidentiality and conduct all activities in accordance with the IRB-approved protocol, informed consent requirements, HIPAA requirements, and institutional policies.
- Participate in study meetings, required training, supervision, and staff development activities.
- Support activities related to the dissemination of study results, community engagement, service, and research collaboration.
- Provide additional support to the Research Assistant II, supervising staff, and study leadership as required. Responsibilities are not limited to those listed above and may evolve according to project needs.

Position Details

- Status: Full-time
- Anticipated duration: Five years
- Work schedule: Requires flexibility, including availability during evenings and weekends
- Location: Centro Médico Episcopal San Lucas
- Expected start date: September 2026
- Compensation: \$21,840 plus fringe benefits yearly.

Interested candidates should submit a curriculum vitae, a cover letter describing their relevant experience, and the contact information of two professional references to jobs@psm.edu by **September 18, 2026**.