

The Clinical Postbaccalaureate Research Associate will help execute the day-to-day logistics and communications required for successful running of the clinical research study to investigate the effects of food on aging in older adults. The Clinical Postbaccalaureate will assist with the conduct of the study visits to the Buck and process biospecimens and data collected during the study. The individual should expect to get hands-on experience across the lifecycle of clinical study execution; we all work together to make sure that no balls are dropped, and all the work gets done.

### **Key Responsibilities:**

- Maintain up-to-date records of interested participants, schedule and conduct participant phone screening ahead of in-person screening, track participants' progress through the study and schedule and monitor email reminders.
- Prepare paperwork and supplies, and coordinate logistics for sample analysis ahead of in-person study visits.
- During study visits, assist the Clinical Research Nurse to explain study procedures to participants, answer questions about the study and carry out basic clinical procedures, including blood ketone and glucose measurement, physical function testing, and administering questionnaires. Build a rapport with the study participants to ensure they enjoy their visits and increase retention.
- Ensure compliance with the study's protocol by providing thorough review and documentation at each subject study visit.
- Extract and digitize data from written case report forms; carefully preserve data integrity.
- Process bio specimens collected during the study, ship to analytical lab or archives as required. Conduct basic wet lab assays using the archived blood samples.
- Participate in data analysis, interpretation, write-up, and dissemination.
- Communicate regularly with the PI about study-related issues.
- Maintain confidentiality of all patient-related records including written and verbal communications.
- Performs additional responsibilities as requested

### **Desired Skills or Experience:**

- Experience with, or interest in, Clinical Trial conduct and operation.
- Experience in a wet lab with basic analytical techniques and assays.
- Strong interest in the science of healthy aging and translating basic science research into clinical interventions.
- Proficient with email, calendar scheduling, Microsoft Excel, Google Drive, and able to learn to utilize platforms such as FitBit app, ASA24 diet log, Redcap.

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