



NYU

**Institute for the Study
of Decision Making**

Research Assistant - Sentinel Group

Job Description:

New York University's Institute for the Study of Decision Making is seeking a part-time research assistant for a research study, The Sentinel Group. The study is the pilot of [The Human Project](#), and is used to beta test all measurements planned for the larger study in order to improve process and technique. We seek to combine mobile-based data collection technologies with traditional biological, psychological, and economic data collection to study people and our environment. The ideal candidate will be goal-oriented, a self-starter, and have excellent written and oral communication skills. We offer an exciting environment and are looking for a highly motivated person with the ability to take on new challenges.

Key Duties and Position Responsibilities:

The research assistant will help with a diverse range of tasks as needed. This position will include screening and enrolling potential study participants, assisting enrolled participants with issues they are facing with the mobile-based application, coordinating with the Sentinel Group Study Staff in tasks such as scheduling and documentation of process. Other tasks and projects are assigned based on the level of skill observed (e.g., assistance with data quality assurance and preliminary analysis).

Primary responsibilities include but are not limited to:

- Abide by all IRB protocols to ensure highest level of security and protection of study participants
- Conduct screening interviews with potential participants
- Provide technical and individualized support to study participants
- Prepare draft materials for Sentinel Group Study, such as recruitment text for new features
- Help manage incentive process for participants
- Create or edit draft emails and documents
- Answer study line phone in a friendly and professional manner
- Organize electronic file systems
- Daily tasks or longer-term projects as assigned
- Carry out all assigned tasks and projects in a timely manner
- Assist and interact with staff and guests in a friendly and professional manner

Qualifications

Required:

- A strong understanding of Microsoft Office and Excel
- Ability to prioritize tasks and responsibilities
- Ability to manage time efficiently and meet deadlines
- Strong writing skills, with a preference for familiarity with science/research
- Strong proof reading skills
- Prior experience in a researcher setting
- Willingness to learn and eager to take on new tasks

Preferred:

- Experience interacting with research participants
- Comfort with smartphones and technology

- Background in humanities or pre-law majors or other extensive writing backgrounds
- Experience in SPSS, R, Matlab or any other statistical package a plus
- Familiarity with Wrike a plus

To Apply:

Please email your CV/resume, a cover letter detailing your interest/qualifications in the position and Fall semester availability, 1-2 writing samples, and contact information for 2-3 references to job.isdm@nyu.edu with subject line "Part-Time Research Assistant - Sentinel Group."