

# Social Science Research Professional

 School of Medicine, Stanford, California, United States

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The Stanford Center for Biomedical Ethics seeks a Social Science Research Professional to provide project leadership and coordination and contribute to research for projects related to Ethical, Legal, and Social Implications (ELSI) Research of genetics and genomics funded by the ELSI Research Program of the National Human Genome Research Institute at the National Institutes of Health.

Projects include (1) a new Center for ELSI Resources and Analysis (CERA), whose goal is to enhance the production and use of research on the ethical, legal, and social implications of genetics and genomics by ELSI and genome researchers, clinicians, scholars, journalists, policy makers, community members and other stakeholders. The CERA is a collaboration between Stanford University, Columbia University, and partners at The Hastings Center Bioethics Research Institute, and Harvard University; and (2) a research project, “Integrating Ethics into Machine Learning for Precision Medicine.” Research assistance in conducting and analyzing surveys and interviews and domain knowledge in ethics, social sciences, law or related fields is desirable.

Duties include:

- Plan and perform research tasks requiring initiative and judgment by applying basic knowledge and understanding of scientific theory when precedents do not provide specific guidance. General instruction provided by the supervisor as needed. May interpret study results in collaboration with supervisor or PI.
- Participate in the development and administration of survey instruments and rating scales requiring judgment in applying non-routine procedures. Analyze and summarize results for review with supervisor. Audit the accuracy and validity of data.
- Review and audit case report forms for completion and accuracy with source documents, and ensure compliance with research protocols.
- Identify, select, extract and summarize data and structured information. Present summary of findings to supervisor.
- Conduct literature searches, and write literature summaries and manuscripts, requiring preliminary judgments after the supervisor outlines conceptual approach.
- Build and organize data as requested by principal investigator or supervisor; use common statistical programs requiring the application of job control language in generating and organizing data.
- Adapt new, nonstandard methods outlined by supervisor in designing and evaluating phases of research projects, (i.e., educational materials, questionnaires, strategies for recruitment, data quality control procedures and processes). May follow up with Institutional Review Board (IRB) to ensure renewals are approved and completed, seeking guidance where necessary.

- Assist with development, communication and design of research findings to internal and external audiences, which may include web updates, social media, and/or white papers, for use in recruitment, educational, or awareness of programs, with guidance from supervisor.
- May orient and train new staff or students.

\* - Other duties may also be assigned.

**EDUCATION & EXPERIENCE (REQUIRED):**

- Bachelor of Arts degree in an applicable social science related field, or combination of education and relevant experience in an applicable social science.

**KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):**

- General understanding of scientific theory and methods, typically gained through completion of an undergraduate degree in a related field.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants.

**PHYSICAL REQUIREMENTS\*:**

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, and operates foot and/or hand controls.

\* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

**WORKING CONDITIONS:**

- May be exposed to blood borne pathogens.
- May be required to work non-standard, extended or weekend hours in support of research work.

**WORK STANDARDS:**

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.