

## **Information for Graduate Assistant Posting**

Clinical Research Assistant  
*CoxHealth Graduate Assistant*

### **Position Summary:**

- This GA appointment will be for August 12, 2024- May 9, 2025, with a stipend of \$12,230.
- Note this GA position requires substantial additional requirements that are outlined in **Exhibit A**. These must be reviewed carefully and a **signature** indicating acknowledgement and willingness to comply must be returned with the application.

### **Description**

The Clinical Research Graduate Assistant assists the research department staff in the conduct and operation of clinical trials at CoxHealth. Working under general supervision, this role provides essential clerical and office support, aids in managing clinical research protocols, and performs other supportive duties as assigned.

### **Position Responsibilities:**

- **Research Support:** Maintain and organize study information, files, materials, and equipment. Document research activities accurately and promptly.
- **Data Management:** Assist with data collection, data entry, and the submission of regulatory documents to ensure compliance with study requirements.
- **Participant Screening:** Analyze reports and review patient records to identify qualifying participants for clinical studies.
- **Biospecimen Handling:** Manage the collection, documentation, and shipment of biospecimens, adhering to strict protocols and guidelines.
- **Study Coordination:** Facilitate study participant visits by coordinating with research coordinators, investigators, and clinics to ensure seamless operation and participant care.
- **Professional Development:** Participate in meetings and training sessions as required to maintain protocol competency, adhere to good clinical practices, and ensure proficiency in clinical research procedures.

### **Education and/or Experience**

- **Education:** Currently enrolled in a graduate program in areas such as Biomedical Sciences, Health and Human Services, Natural and Applied Sciences

### **Skills, Proficiencies, Other Requirements**

- Prior experience in a clinical or research setting is preferred but not required.
- Strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.
- Proficient in Microsoft Office and data management software.
- **Attributes:** Excellent communication skills, both verbal and written. A proactive, collaborative team player who is committed to advancing medical research.
- Must have reliable transportation to travel to CoxHealth to perform the GA duties

**How to Apply:**

Interested candidates should submit their application, including the items listed below. Applications without both required elements will not be considered.

1. Resume
2. Cover letter addressing how you specifically meet the position responsibilities, educational requirements, and skills/proficiencies.
3. Signed applicant statement acknowledging additional requirements from CoxHealth

Submit this application and the above required documents Dr. Jerry Masterson, Director of Graduate Interdisciplinary Programs ([CommunityGA@MissouriState.edu](mailto:CommunityGA@MissouriState.edu)).

Name		
Date		
Current Address		
City/State/Zip		
Phone Number		
Email Address		
M-Number		
Permanent Address		
City/State/Zip		
Graduate Degree Program		

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## Exhibit A: Additional Requirements for Service as CoxHealth GA

- Training (provided by CoxHealth)- GA must undergo training provided by CoxHealth in the following areas.
  - HIPAA Privacy Regulations
  - OSHA Blood Borne Pathogen Regulations (where appropriate)
- Screenings and Vaccinations- GA must provide proof to CoxHealth that the following are met prior to beginning services. If questions arise regarding accommodations, please contact CoxHealth HR or Student Scheduling department. Contact info available upon request.
  - Hepatitis B Immunization: GA must furnish CoxHealth proof of immunization or a signed statement declining Hepatitis B Vaccine.
  - TB Screening: GA must provide proof that they have tested negative for TB upon enrollment to their academic program prior to the beginning of the Graduate Student Services at Partner. If a GA's testing is positive, GA must notify Partner prior to sending the GA to Partner's facilities, to determine the next steps.
  - Hepatitis A Vaccination: If the Graduate Student Services involve food service, GA must provide proof of Hepatitis A vaccination series to Partner.
  - Tdap Vaccination: GA must provide proof of Tetanus/Diphtheria/Pertussis (Tdap) vaccination to Partner.
  - Measles, Mumps and Rubella immunity: GA must provide proof of immunity to Rubella, Measles and Mumps, or record of Measles, Mumps, Rubella (MMR) vaccination series after one (1) year of age.
  - Varicella: GA must provide proof of immunity to Varicella or record of Varicella vaccination series.
  - Seasonal Influenza Vaccination: GAs must provide proof that they have received the seasonal influenza vaccination at least fifteen (15) days prior to participation in the Graduate Student Services, if the Graduate Student Services will occur during active flu season in Greene County, Missouri.
  - Covid-19 Vaccination: CoxHealth requires GAs providing services under this Agreement that to receive and provide verification of Covid-19 vaccination in accordance with applicable laws and Partner's policies.
  - Other Screenings: GA must receive such other screenings as required by Partner policy and/or applicable laws.
  - Urine Screen: GA must submit to a urine drug screen prior to participating in the Graduate Student Services. The urine drug screen must be negative for at least the following drugs: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Opiates, Oxycodone, Phencyclidine, and Propoxyphene and GA shall provide proof of the negative drug screen upon request.
- Background Checks and Exclusion Lists: GAs are required to have a criminal background check done for all states in which the individual has lived or worked in the previous seven (7) years in addition to a federal background check for the past seven (7) years. A criminal background check for the State of Missouri will also be done whether or not the individual has lived or worked in the State of Missouri. Convictions relating to dishonesty shall be evaluated through an individualized assessment process. Individuals convicted of terrorism and related offenses within the past seven (7) years will be excluded. The following contains a non-exhaustive list of criminal convictions, which shall include suspended impositions of sentence, which CoxHealth will consider in making the above determinations for each GA. In any matters involving discretion, Partner will consider whether the Graduate Student Services position has a reasonably tight nexus to the nature and gravity of the offense at issue; and the time that has passed since the offense in determining whether the individual should be excluded.

Dishonesty (including, but not limited to)  
Blackmail or Extortion

Bribery  
Burglar's Tools Violations  
Buying, Receiving or Possessing Stolen Property  
Embezzlement  
Forgery or Counterfeiting  
Fraud  
Larceny or Theft  
Motor Vehicle Theft  
Perjury or Suborning Perjury  
Violence (including, but not limited to)  
Aggravated Assault  
Arson  
Burglary or Attempted Burglary  
Criminal Homicide  
Explosives violations  
Forcible Rape or Sexual Assault  
Hate Crime Violation  
Kidnapping  
Other Assaults  
Robbery  
Weapons Violation  
Sex Offenses (including, but not limited to)  
Incest  
Indecent Exposure  
Intercourse with Impaired Person  
Sale of Obscene Literature  
Sodomy  
Statutory Rape  
Other Sex Offenses Involving a Minor  
Controlled Substance Abuse (including, but not limited to)  
Sale  
Possession  
Paraphernalia  
Manufacture  
Growing  
Intent to Sell  
Intent to Manufacture  
Intent to Grow  
Use  
Terrorism and Related Offenses  
Any and All Offenses

### **GA Applicant Statement**

I have reviewed the list of necessary training, screenings, and vaccinations required by CoxHealth and am willing to comply with these requirements should I be selected for the position.

Name:

Signature:

Date: