

Position Summary: Research Assistant II

Location: Wallingford, Connecticut

Start date: September 2, 2025

Category: Research

We are seeking a Research Assistant who will be an integral member of a collaborative research team, responsible for supporting the successful implementation of a research study. Primary responsibilities include recruiting and enrolling study participants, facilitating study implementation, and maintaining regular, professional communication with study participants and staff. The Research Assistant will be based onsite at the Masonicare Lower Campus independent living community facilities in Wallingford, CT and will report directly to a Co-Principal Investigator of the study.

This is a 14-month term part-time (14 hours per week) grant funded position that is not benefits-eligible.

Typical Duties

- Serve as the primary liaison between study participants and the research team, fostering positive relationships and clear communication.
- Support participant engagement, ensuring participants feel welcomed, informed, and motivated to contribute to the study.
- Manage daily study operations in accordance with approved research protocols.
- Communicate with residents, including those enrolled in the study, to address concerns, answer study-related questions, and provide basic technological assistance.
- Assist participants in completing study questionnaires related to personal, health, and lifestyle information, following established protocols to ensure proper handling of sensitive data.
- Provide guidance to participants on the use of wearable devices and assist in collecting physical measurements as required by the study protocol.
- Maintain accurate attendance records for all study-related activities.
- Manage confidential data, including the collection of study data, data entry, and data storage, as well as maintaining collected information in an organized and secure manner.
- Facilitate the enrollment of study participants
- Assist with coordinating logistics for onsite study activities.
- Schedule and coordinate instructors for exercise classes and facilitators for group sharing sessions.
- Lead two 30-minute walking groups for study participants each weekday; maintain attendance records for each session in the study database.
- Promptly document any adverse events reported by participants in accordance with study policies.
- Provide clerical and administrative support as needed, incidental to core research activities.
- Perform additional duties as assigned by the Principal Investigator or research team.

Qualifications

Education: College degree.

Skills and Experience:

- Prior experience in working on human research studies, particularly related to nutrition, physical activity, and/or mindfulness, preferred.
- Excellent interpersonal, communication and organization skills required.
- Ability to prioritize work in an environment with multiple and conflicting interests.
- Ability to work independently with minimal supervision.
- Ability to handle complex and confidential information with discretion.
- Competency using a variety of computer software.

To apply, please send your resume to: mindingourfuture@hsph.harvard.edu.

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