

Project Assistant - Orthopaedics Research

PURPOSE

This position provides an opportunity to directly support and advance clinical research within the Department of Orthopaedics, Arthroplasty Division. The Project Assistant will work closely with faculty, residents, research staff, and clinical teams on investigator-initiated studies, clinical trials, data collection and analysis, and dissemination of research findings through abstracts, presentations, and peer-reviewed publications.

This position is well suited for a current medical student completing an academic scholar/research year or a recent medical school graduate seeking focused clinical research experience in Orthopaedics. The successful candidate will have an interest in Orthopaedic research and experience or demonstrated aptitude in data collection, quantitative analysis, scientific writing, and research methodology. Strong interpersonal and communication skills are essential for effective collaboration with patients, staff, faculty, residents, and research partners.

The Project Assistant will have opportunities to develop and advance research projects, contribute to publications and presentations, and collaborate across disciplines, including with the Thayer School of Engineering and the Orthopaedic retrieval laboratory.

KEY RESPONSIBILITIES

1. Assist in the initiation, enrollment, and daily activities of clinical trials.
2. Support the development and implementation of investigator-initiated clinical research studies.
3. Assist faculty investigators with development of research protocols, grant applications, and study materials.
4. Recruit, screen, and coordinate study participants in accordance with approved research protocols.
5. Assist in the preparation of documentation that will be submitted to the IRB and O-ROC.
6. Collect, organize, clean, and analyze research data and communicate findings to faculty and departmental leadership.

7. Collaborate with faculty, residents, research staff, and other team members on research projects and publications.
8. Prepare, write, revise, and submit manuscripts, abstracts, presentations, and other scholarly work for journals and scientific conferences.
9. Assist with responses to peer reviewers and revisions required for manuscript publication.
10. Conduct data collection and review within Orthopaedic subspecialty clinics, as directed by faculty, to identify and develop potential research opportunities.
11. Support clinical research across Arthroplasty, including primary hip and knee arthroplasty, complex revision surgery, periprosthetic joint infection, periprosthetic fractures, robotics, implant failure, and related topics.
12. Serve as a liaison with the Thayer School of Engineering and support collaborative research involving the Orthopaedic retrieval laboratory.
13. Develop and maintain research projects and documentation that can be transitioned effectively to subsequent research students or team members at the conclusion of the academic year.

MINIMUM QUALIFICATIONS

- Excellent analytical and communication skills preferred
- Experience with statistical analysis preferred (SPSS, STATA, SAS, R, Python, etc.)
- Current medical student, or recent medical school graduate preferred
- Demonstrated interest in clinical research, Orthopaedics, or a related field.
- Able to work independently while collaborating effectively with faculty, residents, staff, and research partners.

REMOTE WORK STATUS

On-site

FLSA STATUS

Non-Exempt

JOB LEVEL

Individual Contributor

REPORTS TO

Manager or above