



PARTNERSHIP FOR HEALTH ANALYTIC RESEARCH, LLC

## **Research Assistant**

### **Overview of PHAR**

Partnership for Health Analytic Research (PHAR), LLC is a clinically focused health services research consultancy. We combine rigorous methodology with extensive clinical expertise to support clients in the life science industry. Our clients appreciate the unique insight our experienced staff brings to each and every project. Unencumbered by corporate bureaucracy, we can efficiently execute contracts and complete projects on time and on budget. We pride ourselves on being reliable and responsive to our clients' changing needs. Our work crosses a wide range of clinical areas, including oncology, rheumatology, pediatrics, infectious disease, urology, and others.

### **Position Description**

Assist in all aspects of health services research projects, including managing deadlines; searching for scientific literature; and producing & organizing presentations, abstracts, reports, and manuscripts. The research assistant would be on the Outcomes Research team which focuses on chart review studies, working with several medical practices across the country toward a client's study objectives; the team also performs literature reviews, expert panels, and other outcomes research.

The Research Assistant will:

- Conduct searches using PubMed/Medline and other online sources; order articles online; and organize/facilitate screening for literature reviews
- Draft study plans, protocols, and other study-related documents; and circulate for approval to investigators and research personnel
- Manage and review incoming raw data, track related timelines, and communicate with research personnel
- Draft journal articles, research abstracts, posters, and presentations
- Quality check reports
- Help with administrative tasks, such as scheduling client meetings, tracking timelines, and coordinating conference logistics
- Communicate effectively within the project team and management, and with clients

## Qualifications

- BA/BS degree in sciences or healthcare-related discipline with 1-2 years of experience in a research position

OR

- MA/MS/MPH degree (or other advanced degree) in sciences or healthcare-related discipline

## Additional Knowledge, Skills and Abilities

- Excellent computer/software knowledge and skills, including MS Office and managing databases; and ability to adapt and gain comfort with unfamiliar software and programs
- Excellent organizational skills and attention to detail
- Strong analytical and interpersonal skills
- Excellent written and verbal communication skills
- Ability to multi-task and remain flexible with changing priorities
- Sense of urgency to meet goals, objectives, and deadlines
- Ability to work independently in a busy environment
- Experience with programming in SAS and/or Adobe Acrobat Pro, a plus

The above describes the general nature and level of work but is not intended to be a comprehensive list of all job activities, duties, and responsibilities.

**Compensation:** \$40,000 to \$70,000, depending on experience

**Benefits:** 100% company paid health, vision, dental and disability insurance; 401k retirement plan; and paid vacation.

**Location:** Beverly Hills, CA

Please submit a cover letter, CV/resume, and writing sample to:

[marianne.burrows@pharllc.com](mailto:marianne.burrows@pharllc.com)

PHAR, LLC provides consulting and research services to development, marketing, and health economics professionals in the life science industry. PHAR combines rigorous methodology with clinical insight to meet the complex clinical and economic challenges faced by companies that manufacture and market healthcare products. For additional information, visit [www.pharllc.com](http://www.pharllc.com).