



Academic Associate Program

*Emergency Medicine Service Line
North Shore-LIJ Health System*

The Academic Associate Program is a one-year, full-time, paid program in the Department of Emergency Medicine. Designed for post-undergraduate, pre-medical students interested in clinical and translational research, Academic Associates help emergency medicine faculty with academic and scholarly activity. Further, they support the department by performing other administrative duties.

Regarding clinical research studies, specific responsibilities include searching literature for project topics, assisting in new protocol writing, submitting new studies for review and applying for grants, consenting patients in studies, creating and managing databases and registries, writing abstracts and manuscripts, and designing and presenting oral and poster presentations. Additionally, Academic Associates frequently correspond with local IRB, BRANY, and industry sponsors to ensure regulatory compliance and lead Research Committee meetings to develop new research topics.

Academic Associates are responsible for recruiting and hiring individuals for the Volunteer Research Internship Program, as well as managing day-to-day activities of the Program, including performance evaluation. They plan and implement educational days for research interns.

In an administrative capacity, Academic Associates prepare CME modules, plan and implement conferences, and conduct quality assessments within the health system, among other projects. They also write departmental reports, reviews, and newsletters.

Finally, Academic Associates have the opportunity to attend and participate in professional meetings, keeping abreast of emergency medicine developments and trends.

For further information regarding the Academic Associate Program, please contact:

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<http://www.nshs.edu/academic-associates-programs.html>

To apply for the Academic Associate position for the 2013-2014 academic year, please send your most recent résumé, cover letter, unofficial transcript, and list of references to Emily Kintzer, Mark Wu, and Mae Ward (mward@nshs.edu).