

UCLA Addictions Lab Undergraduate Research Assistant Descriptions

Undergraduate Research Assistant I (URAI)

- CITI and HIPPA online certification
- Create subject folders and prepare subject recruitment materials
- Send reminder emails and make phone calls to participants
- Interact with research participants over the phone: recruitment phone calls, phone screening interviews, and scheduling participant visits
- Begin to observe participant assessment visits
- Staff *may* start training RA's to run in-person visits with participants
- Weekly lab meetings and journal club
- 196A course credit; other educational opportunities (posters, abstract writing sessions)
- Data entry and data management

Undergraduate Research Assistant II (URAII)

- Continue tasks from URAI (including phone screens, recruitment, scheduling, and data entry)
- Observe and conduct in-lab assessment visits with research participants (who have alcohol, tobacco or drug use problems)
- Communication with the medical center, including: faxing orders and generating Medical Record Numbers (MRNs)
- Weekly lab meetings and journal club
- 196A course credit; other educational opportunities (posters, abstract writing sessions)

Undergraduate Research Assistant III (URAIII)

- Continue all previous tasks
- Schedule participants through the medical center website
- Observe and facilitate medical physicals at the GCRC
- Weekly lab meetings and journal club
- 196A course credit; other educational opportunities (posters, abstract writing sessions)

After three quarters in the lab

- Eligible for Honors Project
- Eligible for letter of recommendation