Clinical Research Coordinators
for the Department of Psychiatry at MGH

The OCD and Related Disorders Program (www.mghocd.org) at Massachusetts General Hospital is looking for qualified college graduates (and Spring 2016 graduates) with a background in research and psychology to fill openings for Clinical Research Coordinators. The start date for the position is June 13, 2016.

The Clinical Research Coordinator (CRC) will support and/or conduct the full range of clinical and basic neuroimaging research activities within the program. This will include assistance of all administrative and managerial tasks involved with the conduct of human subjects research, running subject testing sessions, and data entry and analysis. The CRC would be responsible for monitoring of pace and progress of the study. Serve as a main contact for study participants. Ensure that all components of the participants' assessments and surveys are properly completed, tracked in the computer database, and filed correctly. Correspond with the Internal Review Board (IRB) for any protocol amendments and yearly reports as needed. Correspond with various external regulatory bodies such as the National Institutes of Health (NIH) for yearly non-competing renewal for budget and protocol purposes.

PRINCIPAL DUTIES AND RESPONSIBILITIES (MAY INCLUDE, BUT ARE NOT LIMITED TO):

- Recruiting study candidates, conducting phone screens, participating in case reviews to determine candidate’s eligibility, and making referrals when appropriate
- Scheduling and monitoring flow of assessments and treatment sessions, and ensuring their timely completion
- Verifying accuracy of study forms and updates them per protocol
- Performing study procedures such as phlebotomy
- Administering and scoring clinical self-reports and neuropsychological assessments.
- Collecting, entering, and managing assessment and treatment data
- Acting as a liaison to the human research committee, preparing and submitting study applications, amendments, and continuing reviews
- Assisting with formal audits of data
- Assisting with regulatory binders and QA/QC procedures
- Assisting with the preparation of presentations, manuscripts, grant applications and progress reports
- Responsibility for collecting, generating and/or organizing materials related to grant applications.
- Coordinating neuroimaging scans
- Conducting literature searches
- Performing administrative support duties as required
- Other duties as assigned

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Excellent organizational skills
- Attention to detail
- Ability to follow directions
• Computer literacy
• Strong oral and written communication skills
• Excellent interpersonal skills
• Ability to work independently and as part of a team
• Working knowledge of clinical research protocols
• Basic knowledge of research methods and SPSS
• Ability to demonstrate respect and professionalism for subjects' rights and individual needs
• Ability to multi-task and meet deadlines
• Ability to identify study areas where additional resources are needed in a timely manner

EDUCATION:
• B.A. or B.S. in Psychology, Neuroscience, Cognitive Neuroscience, or related field

EXPERIENCE:
• Previous research experience

The position is full time (40 hrs per week) and it is paid. The position starts June 13, 2016 and will progress throughout the year. It is not a temporary position.

To read more about the studies currently running at the OCD and Related Disorders Program, please visit our website www.mghocd.org/studies

How to Apply:

Applicants should provide a resume/CV, cover letter, and have references available. Please list your GPA (cumulative and major’s GPA) and relevant coursework on your resume/CV.

Please apply directly through the Partners Taleo system. Job id# 3004965

Applications should be received by February 1, 2016.

Contact:
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