The Home Base Program for Veterans and their Families at the Massachusetts General Hospital is accepting applications for a Clinical Research Coordinator position. The Home Base Program is a partnership between the Red Sox Foundation and the Massachusetts General Hospital. Our program is dedicated to healing the Invisible Wounds of War for Service Members, Post-9/11 Veterans and their Families through clinical care, wellness-based programs, community outreach, education and research. For more information about our program, please visit our website at www.homebase.org.

The Program Coordinator will be responsible for the management of both research and quality improvement projects related to Post-Traumatic Stress Disorder, Traumatic Brain Injury, and other disorders found in a post-9/11 veteran population or issues faced by military families. They will also devote approximately half of their time to program oversight-related administrative duties, including grant fund management, grant preparation, and maintenance of research related billing, salaries, and hiring.

Responsibilities include:

- Serving as primary coordinator on research studies related to PTSD, veterans, and military couples
- Study initiation and maintenance, including research data, regulatory binders, and study databases
- Preparation and modification of ethics committee proposals
- Recruitment, screening, and monitoring of participants/patients involved in study protocols
- Acts as a study resource for patients/participants
- Assisting in preparation of posters and manuscripts
- Conducting literature reviews
- Managing and analyzing data using statistical software
- Preparing federal grant applications
- Managing research related budgets, billing, salaries, and hiring

Qualified applicants must have achieved a B.A. or B.S. in Psychology or a related field and should have prior research and administrative experience. Applicants must be available for the two-year position starting in late May/early June 2016. This position offers valuable clinical research experience in preparation for applying to graduate school in clinical psychology or medical school.

To apply, please send your cover letter, CV (including GPA), and a copy of your transcript to Rebecca Zakarian at rzakarian@partners.org. Applicants are advised to apply by February 1, 2016. If the position remains available, we will review applications submitted after that date.