General Overview: The Division of Child & Adolescent Psychiatry at Massachusetts General Hospital is seeking a full-time Clinical Research Coordinator to begin in June 2016. Only recent college graduates with a psychology major and previous research assistant experience are being considered for this position.

Principal Duties and Responsibilities:
- Managing an ongoing longitudinal study of parent- and clinician-reported treatment outcomes
- Performing literature reviews
- Preparing Institutional Review Board applications
- Conducting data entry and analyses using SPSS
- Managing large datasets
- Collaborating on manuscript preparation
- Supervising interns and research assistants
- Coordinating collaborative research projects and overseeing their implementation

Skills/Abilities/Competencies Required:
- Careful attention to detail
- Good organizational skills
- High degree of motivation
- Excellent command of the English language and writing skills
- Ability to work alone and with others
- Several months experience with SPSS or other statistical software
- Knowledge of the research process

Experience: Prior experience as a research assistant analyzing and writing up empirical studies in psychology or psychiatry is required. A demonstrated interest in child mental health as well as completion of relevant coursework on research methods and statistical analysis is preferred.

Location: This office position takes place on the Main Campus of Massachusetts General Hospital in Boston, MA.

If you are interested in this opportunity, please apply on the Partners Careers Website (Advanced Search – Job Opening ID: 3010529). Please send a copy of resume to Madelaine Abel at mabel1@mgh.harvard.edu.