

Job Title: Clinical Research Coordinator II
Company: MGH
Location: MGH Main Campus - Boston
Department: CGM
Std Hrs/Wk: 40.00
Shift: Day
Full/Part Time: Full-Time
Regular/Temporary: Regular

Overview:

The Center for Quantitative Health in the Center for Genomic Medicine and the Department of Psychiatry at Massachusetts General Hospital is seeking a Clinical Research Coordinator for research on genetic contributions to psychiatric and neuro-developmental disorders and their treatment. The position offers significant involvement in an exciting area of research and a collaborative research environment.

The scope of this position will include:

Clinical Research Responsibilities: Scheduling initial and follow-up study visits; conducting study visits that involve obtaining informed consent, assisting in clinical assessments, conducting cognitive tests, and obtaining blood or tissue samples; maintaining confidential, accurate, and detailed records of study visits; acting as a study resource for participants; and performing other miscellaneous research/study visit tasks. Research coordinator may also be involved in data management, analysis, and bioinformatics on projects.

Study Coordination and Administrative Responsibilities: Maintaining regulatory compliance for studies; monitoring study files; data entry and management; scheduling and attending program and study meetings, creating agendas and compiling minutes for project-related meetings; maintaining study documentation and preparing study progress reports; working with the program's lab personnel and serving as a liaison with other hospital programs and departments; handling reimbursements for study participant compensation and for other study-related purchases; providing administrative support as needed; assistance with preparation of presentations and manuscripts; performing literature searches; participating as a flexible member of the research team in achieving its overall goals.

The ideal candidate would be a self-motivated team player with superb time management, organizational, and communication skills. S/he would have strong attention to detail, computer skills, familiarity with statistical methods, ability to travel locally for study visits, background and/or interest in clinical/biomedical research and/or human genetics.

This position requires a two year commitment. The start date will be negotiated upon hire, but will be sometime in the late spring, early summer 2017.

Salary varies depending on experience. Generous benefits package.

Requirements:

- Bachelor's Degree in Psychology, Neuroscience, or Biology, or related field required.
- Healthcare experience beneficial but not required.
- Ability to handle a variety of tasks amid shifting priorities.
- Strong analytical skills with a high degree of initiative.
- Creative and highly motivated individual with strong organizational and management skills.
- Excellent written and verbal communication skills.
- Ability to multi-task in a dynamic multi-disciplinary research environment.
- Comfortable learning and practicing phlebotomy

Please include a resume/CV and cover letter in your application.

<http://www.massgeneral.org/careers/jobsearch.aspx> (Job Number: 3036730)