

## **Position Available at University of Pennsylvania Center for Psychotherapy Research**

**Position: Clinical Research Coordinator**

**Start Date: May-June 2017**

### **DUTIES:**

Responsible for helping to coordinate an NIMH-funded research program focused on evaluating the effectiveness and mechanisms of change of interventions for mental disorders in community settings, including studies of those with HIV and mental disorders. Duties include preparing study materials; managing diagnostic interviewers at community sites; documenting and reporting adverse events; coordinating study-related IRB paperwork; providing statistical summaries and reports of progress for studies; assisting with subject recruitment; assisting with coordination of database; assisting with data analysis and manuscript preparation. Opportunities for presentation and publication are available.

### **QUALIFICATIONS:**

Minimum qualification for this position is BA or BS from approved university or college. A recent college graduate with a psychology degree and interest in pursuing graduate education in clinical psychology is preferred for this position. Candidates must be able to work independently, deal effectively with professional staff/associates, and be detail-oriented. Candidates are required to be computer literate and have working knowledge of Microsoft Word and Excel packages. Knowledge of Microsoft Access and SPSS a plus. Candidates must also be willing to make a 2 year commitment to the position.

### **CONTACTS:**

Mary Beth Connolly Gibbons, Ph.D.

Paul Crits-Christoph, Ph.D.

Caroline Diehl, B.S.

Send cover letter and resume to [cadiehl@mail.med.upenn.edu](mailto:cadiehl@mail.med.upenn.edu).