

Seeking Clinical Research Coordinator

Eating Disorders Clinical and Research Program (EDCRP) Massachusetts General Hospital



We are seeking a full-time clinical research coordinator with experience in scientific research and clinical services to work on multiple research and clinical projects related to eating and feeding disorders in individuals of all ages.

Primary responsibilities include manuscript preparation, data management and analysis, and administration of research diagnostic assessments and other measures. Additional responsibilities include preparing grant applications to NIH and foundations, supervising interns, coordinating EDCRP activities such as the Summer Research Fellowship and public outreach events. Clinical duties include telephone intake and triage; reception and patient check-in; billing; and payer authorization. This position is ideal for someone interested in pursuing graduate work in psychology, medicine, or public health.

BA or BS degree required.

Qualified applicants should have at least one year of previous research experience. Anticipated start date of May 2017. Interviews will be held on a rolling basis.

Instructions to Apply:

- 1) Go to <http://www.massgeneral.org/careers/jobsearch.aspx>
- 2) In the Job Number field, type in the Job ID number: 3032125.
- 3) Simply follow the on-line instructions from there.

Please note that both cover letter and resume should be uploaded as one single attachment.

Check out the EDCRP at: www.massgeneral.org/eatingdisorders