

MASSACHUSETTS GENERAL HOSPITAL

Job Title: Clinical Research Coordinator II Job Family:
Job Code: 058 Grade: 14 FLSA Status: Exempt
Department: Center for Genomic Medicine Reviewed By:
Position Reports To: Principal Investigator Date Description last revised:

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Psychiatric and Neurodevelopmental Genetics Unit (PNGU) in the MGH Center for Genomic Medicine (CGM) has an immediate opening for a Research Coordinator, working under the direction of Dr. Erin Dunn (www.thedunnlab.com). Dr. Dunn's research laboratory is housed in the Center for Genomic Medicine and Department of Psychiatry. Studies in the Dunn Lab are focused on: (1) the developmental effects of exposure to childhood adversity on risk for psychopathology; (2) genomic, transcriptomic, and epigenomic predictors of susceptibility to depression; and (3) gene-environment interplay, or how genetic variation modifies the effect of exposure to experience on downstream phenotypes. We are a hard-working, highly collegial, and supportive group seeking to identify motivated and dedicated team players who are curious, interested in interdisciplinary approaches, and passionate about finding ways to prevent mental illness.

We are seeking a Research Coordinator II to assist with a new set of projects exploring the use of shed primary teeth as novel biomarkers of exposure to stress and subsequent risk for mental health problems. Candidates will gain valuable experience and knowledge working in all phases of the research process, ranging from project conceptualization, to study design, data analysis, and dissemination of results. For example, responsibilities will include: conducting literature searches, drafting IRB-related documents, participating in data management and data analysis tasks, helping with grant submissions, assisting with peer-reviewed journal submissions, developing materials for conference presentations, and performing other administrative support duties as required. Candidates must have a BA/BS, 1-2 years of experience, good quantitative skills, an ability to work well in a collaborative environment, fluency with all modes of communication in English, and strong writing skills. Candidates with a MA degree of several years of research experience are preferred. The ideal candidate must exhibit excellent problem-solving skills, as well as a high level of expertise and comfort in facilitating objectives within a complex cross-functional project team that spans MGH clinics/departments and external sites. Opportunities to co-author manuscripts and present study results at conferences will be available. This position is ideal for someone wishing to pursue graduate study in the fields of public health, psychology, anthropology, or medicine.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- * Collects and organizes patient data
- * Maintains records and databases
- * Uses software programs to generate graphs and reports
- * Assists with recruiting patients for clinical trials
- * Obtains patient study data from medical records, physicians, etc.
- * Conducts library searches
- * Performs administrative support duties as required
- * Verifies accuracy of study forms
- * Updates study forms per protocol
- * Prepares data for analysis and data entry
- * Assists with formal audits of data
- * Documents patient visits and procedures
- * Assists with regulatory binders and QA/QC procedures.
- * Assists with interviewing study subjects
- * Administers and scores questionnaires
- * Provides basic explanation of study and in some cases obtains informed consent from subjects
- * Performs study procedures such as phlebotomy
- * Assists with study regulatory submissions
- * Writes consent forms
- * Verifies subject inclusion/exclusion criteria
- * Maintains research data, patient files, regulatory binders and study databases
- * Performs data analysis and QA/QC data checks
- * Organizes and interprets data
- * Develops and implements recruitment strategies
- * Acts as study resource for patient and family
- * Monitors and evaluates lab and procedure data
- * Administers/scores/evaluates study questionnaires
- * May contribute to protocol recommendations
- * Assists with preparation for annual review
- * May assist PI to prepare complete study reports
- * Assists with manuscript preparation

SKILLS/ABILITIES/COMPETENCIES REQUIRED: Must be realistic, objective, measurable and related to essential functions of this job.

- * Ability to work independently and as a team member
- * High degree of computer literacy
- * Analytical skills and ability to resolve technical problems

- * Ability to interpret acceptability of data results
- * Working knowledge of data management program

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable): Specify minimum credentials and clearly indicate if preferred or required

N/A

EDUCATION: Specify minimum education and clearly indicate if preferred or required

BA/BS Required

EXPERIENCE: Specify minimum creditable years of experience and clearly indicate if preferred or required

Minimum of 1-2 years related experience required

SUPERVISORY RESPONSIBILITY (if applicable): List the number of FTEs supervised.

May assist with the training and orientation of new staff members.

FISCAL RESPONSIBILITY (if applicable): Indicate financial "scope" information, i.e.: size of budget, volume, revenue, etc.; Indicate total physician/non-physician FTE scope

N/A

WORKING CONDITIONS: Describe the conditions in which the work is performed.

Laboratory and Office Setting

APPROVAL:

(NAME)
 Department Mgr. _____ Title: _____ Date: _____

(NAME)

Other, As Appropriate _____ Title: _____ Date: _____

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.