GENERAL SUMMARY/OVERVIEW STATEMENT

The Women’s Hormones and Aging Research Program (WHARP) is a clinical and translational research program within the Department of Psychiatry at Brigham and Women’s Hospital that is also affiliated with the Dana Farber Cancer Institute Center for Women’s Cancers and Department of Psychosocial Oncology and Palliative Care. Our program conducts a series of studies focused on the hormonal and neural basis of depression, sleep disturbance, and hot flashes in women. Areas of interest include the mechanisms underlying menopause-related symptoms in healthy women and in breast cancer patients, as well as the treatment and impact of these symptoms on quality-of-life and tolerability of anti-estrogen cancer treatments.

The research program comprises the Principal Investigator (who is also the Executive Director of the Connors Center for Women’s Health and Gender Biology and the Vice Chair of Research for the Department of Psychiatry at BWH), Clinical Research Psychologists and Psychiatrists, a Project Manager, Research Coordinators, and Research Trainees. The Research Coordinator will be involved in several research projects. S/he will be responsible for the implementation of those projects under the guidance of the Principal Investigator and Project Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Research Coordinator is primarily responsible for the following activities:
- Managing the recruitment, screening and enrollment of research patients
- Conducting research visits with study patients and study clinicians
- Administering assessments of psychological, sleep, and other symptoms
- Setting up and downloading symptom monitoring equipment
- Data collection, entry, and analysis
- Assistance in manuscript and conference submission and preparation
- Ensuring compliance with the Partners IRB and other federal and institutional guidelines
- Assistance with grant submissions
- Supporting the Principal Investigator with administrative tasks related to her research and leadership positions, as needed
QUALIFICATIONS

- Bachelor’s degree is required.
- Experience with PowerPoint and Excel required.
- Exposure to clinical and/or medical/psychological research preferred.
- Experience with research and grants administration preferred.
- Experience working in an academic healthcare center preferred.
- Experience with data collection, data management, and analysis preferred.
- Administrative experience preferred.

Please provide a cover letter addressing your interest in this specific position along with your resume to be reviewed. Interest in 2-year commitment strongly preferred.

SKILLS/ABILITIES/COMPETENCIES REQUIRED

- Meticulous attention to detail
- Strong organizational skills
- Strong communication skills
- Takes initiative; a pro-active task completer and problem solver
- High degree of computer literacy
- Ability to work independently and as a team member
- Strong critical thinking skills
- Working knowledge of data management software and procedures
- Working knowledge of clinical research protocols and Good Clinical Practice
- Ability to work independently under minimal supervision

EEO STATEMENT

Brigham and Women’s Hospital is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

TO APPLY

The online job posting can be found here: https://partners.taleo.net/careersection/ex/jobdetail.ftl?job=3049127

Qualified and enthusiastic applicants are encouraged to send a resume and cover letter to Aleta Wiley directly at awiley1@bwh.harvard.edu, as well as submit an application using the link above.