CLINICAL RESEARCH COORDINATOR II – basic science and clinical neuroimaging research with MRI

Athinoula A. Martinos Center for Biomedical Imaging
Massachusetts General Hospital (MGH)

A full-time Clinical Research Coordinator II position is available in the MRI Physics & Instrumentation Group of the Athinoula A. Martinos Center for Biomedical Imaging, Massachusetts General Hospital (MGH). The successful candidate will be working in the ultra-high field functional MRI laboratory led by Dr. Jonathan Polimeni as well as other laboratories within the group.

The primary responsibilities of the Clinical Research Coordinator will be to manage clinical, basic science, and technology research studies within the laboratory. Working independently under the PI, he or she will be responsible for pre-screening of healthy volunteers and patients, scheduling and recruitment, as well as administrative duties related to the careful operation of the study protocol. He or she will assist in spreadsheet management, including maintaining appropriate protocols for data security, access, and quality assurance.

He or she will also assist with the coordination of the study, including recruiting and scheduling participants, and the basic setup of the experimental sessions in the MRI scanner, including helping setup physiological recording devices, and will help situate the volunteers in the scanner. The individual will help oversee the experimental sessions, including recording of the physiological data, and be available to assist with basic operation of stimulus presentation software and of the MRI scanner itself.

He or she will work independently under general direction of the PI to coordinate research studies as well as to fill a limited supervisory role in the laboratory. He or she will coordinate regulatory and compliance activities, and monitor laboratory safety. He or she will work with research staff to coordinate all laboratory activities including administrative tasks, study visits, and data analysis to assure that the laboratory is meeting the general goals and commitments of the PI. This effort will be in the form of weekly meetings with the PI, organizing and setting the agenda for weekly group laboratory meetings.

QUALIFICATIONS

• Bachelor’s degree required
• Field of study/additional specialized training: psychology, neuroscience, or premedical science desirable
• Required: One year of directly related experience.

ADDITIONAL SKILLS/ABILITIES/COMPETENCIES

• Ability to make independent effective decisions
• The ability to work with minimal supervision as well as part of an integrated research team
• Excellent judgment and ability to interpret information and protocol requirements
• Ability to effectively supervise others
• Excellent organizational skills to formulate and complete timetables and meet grant deadlines
• Proficiency in Microsoft Word and Excel
• Excellent interpersonal skills and communication skills
• Attention to detail
• The ability to prioritize multiple tasks and handle fluctuating priorities and deadlines

APPLICATION

Questions regarding this position should be directed to Jonathan Polimeni, Ph.D., by email: jonp@nmr.mgh.harvard.edu.

A full description of the position (Requisition No. 3071057), including instructions on how to apply, is available here: https://partners.taleo.net/careersection/ex/jobdetail.ftl?job=3071057

This position is full-time and is available immediately. A two-year commitment is required. The Massachusetts General Hospital is an equal opportunity and affirmative action employers.