Entry-Level Research Support Specialist at Stony Brook University

Required Qualifications: (As evidenced by an attached resume)
Bachelor's degree (equivalent) or higher. Ability to demonstrate professional competence in research activities.

Preferred Qualifications:
Bachelor's Degree (equivalent) or higher in a field relevant to human subjects research, e.g. Psychology, Cognitive Science. Experience in human subjects research. Experience involving direct interaction with psychiatric or neurological patient populations. Experience with MRI scanning. Experience with data collection and management. Authorship on peer-reviewed scientific publications. Experience working in a coordinated team environment. Experience with preparation of regulatory materials (e.g. IRB, grant progress reports). Authorship on scientific conference presentations (e.g. poster presentations)

Brief Description of Duties:
The Research Support Specialist (RSS) will support MRI and other (e.g. PET, EEG, etc.) brain imaging clinical research studies of patients with psychiatric disorders and healthy individuals. The RSS will directly interact with study participants, scanner technicians, and other research personnel (principal investigators, MDs, etc). The RSS will also accompany participants to MRI and PET scans, which may require occasional travel. The RSS will set up and utilize computer and other specialized research equipment.

The RSS will also maintain the integrity of collected data in an electronic database and maintain the study protocol documents and ensure compliance with all Institutional Review Board policies. The successful incumbent must have excellent interpersonal, organizational and time-management skills.

- Accompany participants to MRI and other scans, and support study procedures.
- Coordinate participant appointments.
- Recruit, screen and schedule research participants.
- Maintain collected data in an electronic database.
- Maintain study protocol documents and IRB compliance.
- Other duties or projects as assigned.

Special Notes:
The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Nonexempt position, eligible for the overtime provisions of the FLSA.

Official Job Title: Research Support Specialist
Job Field: Administrative & Professional (non-Clinical)
Primary Location: US-NY-Stony Brook
Department/Hiring Area: Psychiatry-The Research Foundation for The State University of New York at Stony Brook
Schedule: Full-time, Variable, variable
Pass Days: Variable
Posting Start Date: May 29, 2018
Posting End Date: Jun 12, 2018, 11:59:00 PM
Salary: $32,000-$38,000 / Annual @ 1.0 FTE Commensurate with Experience
Salary Grade: N11
Appointment Type: Regular

TO APPLY: https://stonybrooku.taleo.net/careersection/2/jobdetail.ftl?job=1800569&tz=GMT-04%3A00