The **Johns Hopkins Schizophrenia Center** is hiring a **Research Program Assistant II**

**Employee group:** Full-Time  
**Schedule (hours/days):** M-F 9:00am – 5pm

**General summary/purpose:** The Research Program Assistant II will be responsible for coordination of clinical and translational research program, mainly including the coordination in the recruitment of research subjects for multiple studies, under the supervision of the PI.

**Duties and Responsibilities:**

- Participant screening and recruitment using telephone screening interviews and prepared eligibility checklists, enrolling participants, and accompanying participants to scheduled study appointments.
- Performing individual screenings, consenting participants as appropriate, conducting study-related interviews with symptom severity screenings, collecting patient records, maintaining subject ascertainment in specific databases, reimbursing participants for completion of study visits, and organizing/preparing test materials for data entry.
- Assisting the PI in preparing and organizing IRB-associated materials and assist with organization, management, and analysis of the data.
- Preparing minutes of each group meeting.
- Participate in study group in preparing manuscripts and presentation materials, including literature searches.

**Mandatory Qualifications:** Bachelor’s degree in Psychology, Neuroscience, Public Health, or other related discipline. Additional education may substitute for required experience and additional related experience may substitute for required education, to the extent permitted by the JHU equivalency formula.

**Preferred Qualifications:** Two years of related experience.

Please send a **resume and cover letter** to **Rebecca Schaub and Alexandra Kelly** at **JHSZC.RAs@gmail.com** if interested in the position.