Research Program Coordinator at McLean Hospital
Laboratory for Brain and Cognitive Health Technology

GENERAL SUMMARY

Interested in applying your skills to make a difference and help us answer questions about the human mind and mental illness? The Laboratory for Brain and Cognitive Health technology at McLean Hospital is seeking a research coordinator who can help with administrative, project coordination, and research support activities. The ideal applicant will be someone with a background or work experience in psychology, biological sciences, or healthcare, with experience organizing / coordinating large projects.

All McLean team members are expected to consistently demonstrate our values of integrity, compassion, respect, diversity, teamwork, excellence and innovation in their work activities and interactions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Administrative and Organizational Work
- Assist in the preparation of protocol documents for research studies
- Assist in the preparation of materials and figures for grants and scientific papers
- Help organize projects and timelines to make sure major grant-funded projects stay on track, including communicating and scheduling meetings with lab personnel
- Purchasing / ordering as needed for lab supplies, as well as communication with facilities to make sure lab is running smoothly
- Assist lab personnel with arranging travel as well as travel reimbursements to conferences
- Manage and file expenses for the lab
- Assist in the preparation of materials for Institutional Review Board / human ethics protocols
- Help ensure compliance with hospital, Partners, and federal regulations
- Timekeeping and tracking of hours for hourly lab employees
- Schedule larger meetings, take minutes and disseminate communication for meetings
- Help prepare reports for collaborators, funding agencies, and other stakeholders
- Maintain and distribute information about research tools, resources, and other documentation

Web and Technical Skills
- Maintains content on McLean website as well as on TestMyBrain.org
- Insight 4.0 transition and upkeep (will be trained)
- Spreadsheet database management (Microsoft office and/or google)

QUALIFICATIONS

Education: Bachelor’s degree required in business management, psychology, neuroscience, or related field.
Experience: Minimum of 1-2 year of professional experience in related areas. Previous lab experience and supervisory experience preferred.

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SKILLS/ABILITIES/COMPETENCIES (REQUIRED)

- High degree of computer literacy: knowledge of data management programs (e.g., Excel, Dropbox); proficiency with graphic design software (e.g., Adobe Photoshop, Illustrator, Acrobat) preferred; knowledge of basic web management (e.g., Wordpress, basic HTML) preferred.
- Ability to work independently and with supervision.
- Excellent interpersonal skills.
- Good oral and written communication skills; careful attention to detail.
- Analytical skills and the ability to resolve technical or research problems and issues.
- Excellent organizational skills and ability to prioritize a variety of tasks.
- Ability to demonstrate professionalism.
- Positive outlook and enthusiasm – enjoys working with people at different career stages (undergraduates, faculty, staff)

JOB POSTING

https://partners.taleo.net/careersection/ex/jobdetail.ftl?job=3074234&tz=GMT-04:00&lang=en

Applicants can also email Dr. Laura Germine directly at lgermine@mclean.harvard.edu with CV and cover letter.