DATA RESEARCH ASSISTANT
at Martinos Center/MGH

GENERAL SUMMARY/ OVERVIEW STATEMENT:

Applications are invited for a Clinical Research Coordinator (CRC) position available May 1, 2018 at the Massachusetts General Hospital Gastrointestinal Unit and the Athinoula A. Martinos Center for Biomedical Imaging (http://www.nmr.mgh.harvard.edu). Our laboratory within the Center for Neurointestinal Health and the Center for Integrative Pain NeuroImaging (CiPNI, http://scholar.harvard.edu/cipni), focuses on understanding the neurobiological mechanisms of visceral sensation and gut motility with influence on autonomic nervous system activity, and its treatment by different therapies, including cognitive behavioral therapy and pharmacology. This position will involve the application of state-of-the-art fMRI imaging methods in conjunction with autonomic monitoring under the supervision of Lab directors Drs. Braden Kuo, Vitaly Napadow and Catherine Hubbard. Responsibilities will involve acquiring and analyzing data, administrative coordination, and working with different GI patient populations.

This position is grant funded for a minimum of one year with the possibility of funding for a second year. A two-year commitment is preferred. Candidates should have a B.S. or M.S. in biological sciences, engineering or related fields. Experience in computer programming and image processing is beneficial. It is preferred, but not required, that applicants will have familiarity with fMRI analysis software including FSL, AFNI, and Freesurfer. Massachusetts General Hospital is an equal opportunity employer. Full-time employees receive full benefits, competitive salaries, and excellent resources for career development.

Interested persons should send their CV, including GPA, to Casey Silvernale at the following email: csilvernale@mgh.harvard.edu

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Acquiring and analyzing imaging, physiological, and behavioral data.
2. Maintains study systems to execute protocols.
3. Coordinates communication among PI, subjects, and parties associated with study protocol.
4. Maintains study database.
5. Understands general study protocols and inclusion criteria for ongoing studies.
6. Prepares and presents data reports for investigators, study monitors, IRB and research collaborators.
7. Coordinates study IRB submissions with Principal Investigator and Partners IRB.
8. Recruits and enrolls subjects as needed.
9. Administers phone screen questionnaires and schedules subjects as needed.
10. May assist in coordinating lab activities and other administrative duties.
11. Collects, processes, and stores human specimen.
12. Performs all other duties as assigned.

QUALIFICATIONS:

1. BA or BS required.
2. Proficiency in programming languages, shell-based scripting, and/or matlab experience preferred.
3. Sound independent judgment and competence in research methodologies preferred.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

1. Strong analytical and computer skills required. Proficiency with computer spreadsheet, word-processing and database software.
2. Previous experience in computer programming and image processing is a plus. It is preferred, but not required, that applicants will have familiarity with fMRI analysis software including FSL, AFNI, and Freesurfer. Experience with statistical software programs is also beneficial.
3. Strong oral and written communication skills with both internal and external communications.
4. Ability to prioritize tasks and meet established recruitment and project deadlines.
5. Ability to work independently and within a group environment.
6. Ability to interact effectively with individuals from various backgrounds and fields of expertise.
7. Strong organizational abilities and attention to detail.
8. Excellent oral and written communication skills and able to maintain accurate records.
9. High degree of professionalism and ability to interact with study population, as well as a large, multi-disciplinary team of collaborators.
10. Knowledge of IRB regulations and Good Clinical Practice is a plus.
11. Preferable experience in MRI scanning and/or behavioral testing.
12. Working independently and under general supervision from the study investigators provides support to clinical research studies.
13. The RAI will also be responsible for evaluating and tracking the recruitment process including outcomes, expenditures, and reporting to investigators on outcomes related to study progress. The assistant must conduct all study related activities according to HIPAA and IRB guidelines.

WORKING CONDITIONS:

Primary work location will be at the Athinoula A. Martinos Center for Biomedical Imaging with secondary location at the Center for Neurointestinal Health at MGH Gastrointestinal Unit, this includes the Research Office, clinics, and inpatient units.

SUPERVISORY RESPONSIBILITIES:

None.

SHIFT:

Day Shift