Massachusetts General Hospital – Center for Women’s Mental Health

Intern Position Announcement

Program Description:
The Center for Women’s Mental Health is a clinical and research program within the Department of Psychiatry at MGH. Our Center is dedicated to the evaluation and treatment of psychiatric disorders associated with female reproductive function. The Program provides a range of clinical services to women, including: consultation regarding the use of psychiatric medications during pregnancy; treatment for postpartum mood and anxiety disorders; treatment for premenstrual syndrome; and treatment of menopause-related mood and anxiety symptoms, sleep disorders, and hot flashes. Our research examines a wide range of questions which affect the lives of women with these conditions (see www.womensmentalhealth.org for more information).

Responsibilities:
The intern will support the research coordinators in the conduct of their clinical studies and other research projects.

Responsibilities may include:
- Coordinating subject contacts and following up on outstanding forms
- Assisting with outreach to a cohort of active research subjects
- Editing Center website content
- Data entry for clinical research subjects
- Organizing and assembling recruitment mailings to research subjects and providers

Work Environment:
Currently, our group is made up of five research coordinators, the program manager, the program assistant, three full time psychiatrists, including the Director, and seven part time clinicians. The intern will work closely with the research coordinators to support their studies and other projects. The research coordinators and study principal investigators meet weekly to review study progress, and the whole Center meets once a week to review clinical cases and discuss advances in the field. The intern is welcome to attend either or both of these meetings.

Details:
Experience with Excel is preferred. Hours and workdays are relatively flexible based on applicant’s scheduling needs but must fall between Monday through Friday 9 AM to 5:30 PM. This is an unpaid position.

Interested applicants may send cover letters and resumes to Lizzie Callaway via email to ecallaway@partners.org.