

Icahn School of Medicine at Mount Sinai
Language Lab
PI: Cheryl Corcoran, MD

Description of the Position

The Department of Psychiatry at Icahn School of Medicine at Mount Sinai in New York, NY is seeking to appoint a research assistant under the supervision of Dr. Cheryl Corcoran, head of the Language Lab and Program Leader in Psychosis Risk (cuemountsinai.org). The Language Lab at Mount Sinai focuses on identifying brain mechanisms that underlie language disturbance and thought disorder in risk states for schizophrenia. This position is available for two years minimum with the option of extension. The successful candidate will work within a multi-disciplinary team to assist with various aspects of the research lab including data collection and administrative duties. Experience with adolescents and young adults with psychosis or psychosis-risk is an added advantage.

Duties and Responsibilities

- Conduct routine and standardized human subjects research using appropriate interview techniques specific to subject matter of the research project, providing support to the Principal Investigator, research faculty, post-doctoral fellows, and other research staff.
- Assist in the activities related to clinical research including, but not limited to: obtaining informed consent, screening participants for eligibility, administering questionnaires, computer and pen-and-paper tasks, cognitive testing and answering telephone calls.
- Schedule participants for all visits and coordinate study activities. Follow up regularly with participants to remind them of visits and compliance.
- Conduct recruitment and screening of potential participants for study eligibility, which may include conducting phone screens, obtaining and reviewing physician referrals, developing advertisements, giving talks, completing and administering questionnaires and assessments/paperwork, and scheduling study visits.
- Collection and curating of neuroimaging and biological data, and archiving of research data at NIMH.
- Track participant visits, study procedures, and assist with regulatory issues. Update tracking logs in an organized, timely and accurate manner.
- Maintain source documents and subject files in accordance with Mount Sinai policies and procedures. Ensure accurate, confidential and complete compilation of data.
- Compile and organize paperwork regarding vendor payment and processing of invoices paid through the grants.
- Organizing and completing necessary paperwork for grant submissions.
- Preparing and organizing IRB documents, including consent forms and paperwork related to research ethics.
- Collecting speech samples and self-report questionnaires with research subjects.
- Tracking progress of the study and data collection.
- Entry and verification of data into database for statistical analysis.
- Assisting with manuscript preparation.
- Other duties as assigned.

Opportunities

- Receive training in clinical assessments and cognitive tests.
- Observe data collection with clinical populations using EEG.
- Present research at scientific conferences and co-author manuscripts.

Qualifications

- Bachelor's degree in any area of psychology, neuroscience, clinical science, biomedical sciences, data science, or related fields is required.
- Master's degree in any of these fields and/or clinical experience is preferred.
- Experience with any of the following would be an added advantage: working with individuals with psychosis or psychosis-risk, working with adolescents, grant applications, clinical and neuropsychological assessments, experience with neuroimaging and neurophysiology, familiarity with Microsoft Excel and statistical programs (e.g. SPSS) and coding (e.g. Matlab or Python)
- The candidate must have strong organizational and interpersonal skills; the ability to work well with clinical populations; a willingness to tackle complex tasks in an independent manner; and a strong work ethic.

To be considered for this position

Please send the following materials to Shaynna Herrera, PhD (Shaynna.herrera@mssm.edu) and Cheryl Corcoran, MD (Cheryl.corcoran@mssm.edu):

- 1) Cover letter; 2) CV/resume; 3) Two letters of recommendation; 4) Writing sample of your choice