Project Coordinator in Clinical Psychology at Syracuse University

This person will coordinate and manage multiple related clinical research studies for the Research Lab on Personality, Addiction, and Trauma in the Department of Psychology at Syracuse University. Studies include: a NIH R01 employing smartphone-based assessments in cannabis using young adults, a study of sensory functioning and neurocognitive mechanisms underlying suicidality in borderline personality disorder, and a study on cannabis and exercise. This position will be responsible for day-to-day running of these studies as well as coordinating with the PI and the graduate and undergraduate students working on the projects. For those with the initiative and interest, opportunities for data analysis, manuscripts, and poster presentations are also available.

Responsibilities include overseeing recruitment, screening, and scheduling of participants across multiple time-points, administration and scoring of study assessments including clinical and neurocognitive assessments, overseeing biospecimen management and collection, training participants on smartphone app, monitoring participant study engagement, management of IRB, biosafety, and MRI safety protocols, and management of data entry and cleaning for multiple databases and datasets. Additional duties may include interviewing, hiring and training of research volunteers, overseeing data integrity; performing data analysis; conducting targeted and comprehensive literature reviews; aiding in the writing and preparation of grant proposals, presentations, posters, and/or scientific manuscripts; managing study budget and ledgers; and ordering lab/office supplies.

Required skills include a bachelor's degree in Psychology or a related field and/or experience working in a clinical research lab. The individual must be conscientious, have attention for detail, strong organizational skills, flexible, able to adapt to new scenarios with ease, and excellent interpersonal skills. Energetic and highly motivated.

Preferred skills include an interest in psychological science with an emphasis on stress, substance use, personality, or social processes research. Familiarity with intensive repeated measurement approaches (EMA, daily diary, etc), neuroimaging, and/or biomarkers of stress. Experience working with RedCap, Qualtrics, ePrime, Inquisit, and/or Metricwire.

Ideal start date: on or before January 15, 2019

Please send a CV/resume, cover letter outlining interests, and contact information for three references to Dr. Emily Ansell at ebansell@syr.edu and cc Ruichen Sun at rsun15@syr.edu