

Research Coordinator I

Full-Time

Close Date: 03/22/2021

Job ID: 523075

To apply, please go to <https://hr.fiu.edu/careers/> and apply to Job ID: 523075

Job Summary

The Center for Children and Families, a University interdisciplinary center at Florida International University (FIU), has 44 faculty associates and more than 100 trainees in masters, doctoral, and professional programs across three colleges four colleges (Arts, Sciences & Education, Medicine, and Public Health,) who study child and adolescent mental health and typical development. The CCF has a tripartite mission that includes research, education, and service and it operates a world-renowned, multi-disciplinary clinic where state of the art, evidence-based treatments are offered to children and families from birth through high school. We offer both group and individual services for a variety of mental health conditions, including ADHD, anxiety, autism, and depression. National Institutes of Health (NIH) and other grant funding to the CCF exceeds \$14 million annually.

Assists the research investigators by scheduling and administering remote assessments, including structured family observations, of research participants according to established protocols. Assists with coordination of participant recruitment, data collection and management, and scheduling of study sessions.

- Oversees data collection and data management
- Assists the Principal Investigator in short and long-range resource planning for the project.
- Recommends changes on policy and procedures as necessary.
- Assists in coordinating recruitment for clinical studies. Completes screening interviews of potential participants. Interacts with Spanish-speaking individuals.
- Coordinates with families to schedule remote-based evaluations at study assessment points.
- Administers and scores research instruments, psychological tests, and structured family observations to subject participants in person and via phone according to established protocols.
- Organizes paper work and collects data from participants and study staff. Verifies all completed forms and contacts families to clarify information and collect missing information.
- Provides support to facilitate recruitment, scheduling, and data management, as needed.
- Codes remote-based family interaction assessments.
- Manages a small team of volunteers to assist with remote assessments.
- Manages and tracks the distribution of gift card of project's participants.

Minimum Qualifications

- Bachelor's degree and two (2) years of experience.

Departmental Requirements

- Bachelor's degree in Psychology or a related field.
- Previous experience working with children and families

Desired Qualifications

- Experience and familiarity with ethnically-diverse populations preferred.
- Bilingual (Spanish) preferred

Job Category

- Administrative

Advertised Salary

- \$36,000 - \$37,000

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