Research Support Assistant Position at the Nathan S. Kline Institute for Psychiatric Research

The Psychiatric NeuroCognition Lab at the Nathan S. Kline Institute for Psychiatric Research is looking for a well-qualified Research Support Assistant to join their project team. The Research Support Assistant will work collaboratively with the Principal Investigator (PI), Dr. Emily Stern, and the study team on behavioral and neuroimaging research in patients with Obsessive-Compulsive Disorder. The person in this position will be involved in the day-to-day managing of lab functioning, organizing and running participants in an NIH-funded neuroimaging (fMRI) study of patients with obsessive-compulsive disorder (OCD) and their siblings. Main duties involve recruiting patients with OCD and healthy control subjects and running them in experiments in the MRI scanner. The person will also be involved in data organization and management, data analysis, and administrative lab duties, including assisting with grant and IRB applications, ordering supplies, and managing the lab’s online presence. This job requires excellent organizational, time management, and interpersonal skills.

Job Duties Include:

- Carry out extensive recruitment of patients for research studies, including posting study advertisements, engaging in outreach activities to increase awareness of the study and facilitate recruitment, conducting phone screens and in-person screenings
- Schedule and run subjects in behavioral and brain imaging studies
- Enter, manage, and analyze data using Microsoft Excel and SPSS
- Maintain detailed database of subject information and participation, with particular sensitivity to issues of privacy, confidentiality, and informed consent
- Prepare and maintain IRB applications and help with grant applications
- Interact with business office to order research supplies and manage subject payments
- Literature reviews and summaries as necessary
- Train volunteers and junior lab members on recruiting, assessing, and running research subjects

Job Qualifications:

- Bachelor’s degree in psychology or related field and at least one year of human subject research experience is required.
- Possession and maintaining of a valid driver’s license are required as certain research activities require going into local community
- Experience and interest in running subjects in fMRI studies would confer advantage

To apply please send a cover letter, CV/resume, and the names and contact information for 3 references to Molly Ludlow at molly.ludlow@nki.rfmh.org.