

New York University Langone Medical Center is a world-class, patient-centered, integrated, and academic medical center with excellence in clinical care, biomedical research, and medical education. The Psychiatric NeuroCognition Lab at the Department of Psychiatry at the NYU School of Medicine located at One Park Ave and Bellevue Hospital in midtown Manhattan is looking for a well-qualified Research Data Associate to join their project team. The Research Data Associate 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 and Tics/Tourette's Disorder including an fMRI study and a clinical trial testing a novel medication. The Associate will manage day-to-day study operations and participant activities. This will include recruiting and running subjects in experiments, as well as managing and organizing data. In addition, general lab management (ordering supplies, organizing databases and files), literature searches, and preparation and maintenance of institutional review board (IRB) submissions will be required. The candidate will be expected to work with a high level of independence and maturity.

This is an excellent position for a recent college graduate who wants to obtain research experience in preparation for graduate school. In addition to the primary responsibilities listed below, there would be opportunity for a motivated individual to be involved in aspects of study design and/or scientific presentations and publications. The position is intended to start immediately; exceptional applicants who are on route to obtaining their Bachelor's degree in the spring would also be considered if they can intern part-time in the lab prior to starting as a full-time Associate in May of 2020. A two-year commitment is requested. Specific duties are described in further detail below.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- *Participant Recruitment:* Carry out extensive recruitment of patients, including posting study advertisements, engaging in outreach activities to increase awareness of the study and facilitate recruitment, conducting phone screens, maintaining and enhancing current recruitment methods (e.g. online ads, flyers).
- *Research Visits:* Conduct participant study visits including scheduling, coordinating with other study team members, administering study procedures, and coordinating subject reimbursement. Accompany participants to appointments at One Park as well as Bellevue/Tisch Hospital.
- *Participant Tracking:* Track participant flow through the study, update tracking logs in an accurate and timely manner, follow up with participants as needed.
- *Data Collection:* Review input data, enter and document all data accurately and according to protocol, transfer data and share with investigators regularly, maintain all study-related databases.
- *Reporting and Communication:* Communicate with PI and other study team members regularly regarding achievement of recruitment and retention goals, procedure completion, and any concerns; assist with preparation of study reports, including: IRB submissions, recruitment milestone reporting, Data & Safety Monitoring reports, and study progress reports.

- *Administration:* Maintain and order lab supplies and equipment, work with the finance department to process reimbursements, purchase requisitions, update study progress through the Clinical Research Support Unit's financial administration system.
- *Protocol Compliance:* Ensure that study activities are carried out in accordance with the protocol, HIPAA, and GCP, including but not limited to participant recruitment & screening, participant research visits, follow-up visits, and required documentation, demonstrate thorough knowledge of study rationale, inclusion/exclusion criteria, and procedures associated with the study.

MINIMAL HIRING QUALIFICATIONS:

- Bachelor's degree in Psychology, Neuroscience, or a related field.
- Minimum of one year of experience in conducting human subjects research.
- Computer literate: proficiency using Microsoft Office applications such as Word, Excel, Power Point, and Outlook. Comfort with both PC and Mac environments.
- Strong interpersonal skills; this position entails heavy interaction with the public, and the applicant should be comfortable and enjoy interacting with patients and members of diverse NYC populations.
- Effective oral, written communication, and interpersonal skills.
- Effective time management skills and ability to work well under pressure.
- Exceptional organization skills and attention to detail.
- Ability to work and make decisions both independently and collaboratively with the study team.
- Interest in psychiatry, psychology, and/or cognitive neuroscience.

To apply please send a cover letter, CV/resume, and the names and contact information for 3 references to Carina Brown at carina.brown@nyumc.org.