

Center for Addiction Medicine – Clinical Research Coordinator II

The coordinator's responsibilities at the Center for Addiction Medicine will include serving as the primary research coordinator on a clinical research study. Working independently and with minimal supervision, he or she will be responsible for patient recruitment as well as all subject-oriented study procedures and the administrative duties related to the careful operation of the study protocol as well as database programming and quality assurance. The coordinator will also participate in orienting, training, and supervising junior staff.

Specific responsibilities include:

- Recruit and schedule subjects for participation.
- Coordinate scheduling of study with area collaborators.
- Produce and maintain all documentation for the Institutional Review Board, FDA, and sponsors.
- Perform primary data collection at study visits, including neuropsychological testing and limited physiological monitoring. Maintain all related data.
- Purchase or reimburse for all supplies required for the study; monitor study inventory.
- Collect and maintain subject information database for study using RedCAP (Research Electronic Data Capture) or other data capture programs. Perform quality assurance checks on database.
- Careful monitoring of adverse events and worsening psychiatric or mood disturbances.
- Assist with data analysis and manuscript preparation.
- Prepares study reports, annual reviews, adverse event reports, and study document modifications.

Qualifications:

A willingness and ability to learn, and an interest in working with human research participants and a diverse research team including psychiatrists, psychologists, neuroscientists, imaging scientists, a team of research assistants/coordinators, and support staff.

The position requires excellent organizational, interpersonal and communication skills, as well as attention to detail, the ability to work independently handling fluctuating priorities and deadlines, strong quantitative skills, and proficiency in Microsoft Office, a statistics software such as SPSS, and EndNote.

Bachelor's degree in psychology, neuroscience, premedical sciences, or related science required. Computer and statistical programming skills are preferred.

One year of previous paid research experience is required.

To apply please visit the Massachusetts General Hospital Career Opportunities website (www.mghcareers.org) and search for Job ID 2266027. Please contact Vanessa at vcalderon1@mgh.harvard.edu with any questions.