Job Description - Generic

JOB TITLE: Research Assistant II Clinical

FLSA: Non-Exempt

GRADE: 501

JOB CODE: 952

REPORTS TO: Principal Investigator

DEPARTMENT: RESEARCH

GENERAL SUMMARY:

A Clinical Research Assistant II position is available within McLean's Anxiety and Traumatic Stress Disorders Laboratory, directed by Isabelle Rosso, Ph.D. The Laboratory is part of McLean's Center for Depression, Anxiety and Stress Research, which is devoted to the study of depression, anxiety and related conditions (https:cdsar.mclean.harvard.edu). Lab members utilize various behavioral and neuroimaging methodologies (e.g., functional magnetic resonance imaging, magnetic resonance spectroscopy, psychophysiological paradigm of fear conditioning) to study the neurobiological substrates of emotional disorders, particularly anxiety- and trauma-related disorders.

The Clinical Research Assistant II works very independently and under very general supervision from a manager or Principal Investigator (PI), to provide support to clinical research studies. May be responsible for the following activities: making independent judgement of suitability of potential participants for clinical trials, developing and implementing subject recruitment strategies, recommending changes to research protocols, writing sections of research protocols and reports, collecting behavioral data during neuroimaging scans, data entry and management, data analysis and preparation of conference presentations and journal publications.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Under supervision of the PI, coordinates the implementation, both internally and externally, of sponsored clinical research studies.

2. Initiates and maintains contact with study participants. Responsible for screening applicants over the phone, ensuring they meet appropriate criteria, and often makes independent judgement as to the suitability of their participation.

3. Collects computerized behavioral data from research participants during neuroimaging scans.

4. Working in concert with the PI, develops and implements patient recruitment strategies.

5. Develops, organizes, and/or maintains study databases. Responsible for data entry and quality control of behavioral and neuroimaging data. May conduct basic data processing and statistical analysis of quantitative and/or brain imaging data.

6. In conjunction with the PI, develops, writes, and implements new research protocols including design, data collection systems and institutional review board approval (IRB). May recommend changes to research protocols.

7. Performs literature searches as appropriate.

8. Assists PI with preparation of slide presentations, poster boards, and research articles.

9. Responsible for training and orienting new staff.

10. Performs all other duties as assigned.

QUALIFICATIONS:

BS or BA

At least one year of work experience in a research setting. Sound independent judgement and competence in research methodologies.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Ability to work independently.
- Strong analytical skills and the ability to resolve technical or research problems and issues, and to interpret the acceptability of data results.
- Strong and proactive interpersonal skills are required for working with the study participants and working as a member of a highly integrated team.
- Excellent oral and written communication skills.
- Knowledge of clinical research protocols.
- High degree of computer literacy, including UNIX, Mac OSX, Microsoft Office (Word, Excel, Powerpoint), and Windows OS; SPSS and MATLAB skills preferred.
- Careful attention to detail.
- Excellent organization skills and ability to prioritize a variety of tasks.
- Ability to demonstrate professionalism and respect for subjects rights and individual needs.
- Experience with psychological tests and assessment techniques preferred.

SUPERVISORY RESPONSIBILITY:
None

WORKING CONDITIONS:
May need to be available for occasional weekend shifts, early mornings, evenings, and/or some flexibility in schedule
Area where job functions are performed: Generally an office or clinical setting; some work within the MRI scanning suite.

Bending and lifting requirements: In general, work is typical of clinical office setting, may involve lifting files or other documents, bending to access files or other equipment, but generally no heavy lifting.
Other physical requirements: ability to sit at a desk or work station for periods of time, use a computer and other office equipment such as photocopier, may require extended time on telephone, depending on program may involve walking between several buildings on Hospital grounds.