

**Massachusetts General Hospital Bipolar Clinic and Research Program**  
*Research Coordinator Position*

The Massachusetts General Hospital Bipolar Clinic and Research Program (MGH BCRP) is currently seeking applicants for a Research Coordinator position in its clinical research unit. The aim of the program is to evaluate various psychiatric and psychosocial treatments for bipolar disorder, to learn more about the causes and general course of this disorder, and to investigate the neural underpinnings through neuroimaging techniques. Our program also participates in large-scale, multi-site, NIMH-, industry-, and privately-sponsored initiatives related to bipolar disorder and its treatment.

Research Coordinators will manage and coordinate clinical studies and work closely with the clinical staff to manage patients' care throughout the studies. Responsibilities include structured patient interviews, patient recruitment, data collection and management, grant preparation, Institutional Review Board correspondence, phlebotomy (drawing blood), and other key administrative tasks. Additionally, Research Coordinators assist with data analysis and preparation of manuscripts.

A Bachelor of Science or Bachelor of Arts is required. A strong background in psychology, biology, and/or health sciences is preferred. Prior research, statistical, and/or clinical experience is strongly recommended. Specifically, we seek individuals who have worked as a research assistant for at least one year as a volunteer or for pay, but not for college credit. This position provides valuable experience for candidates interested in applying to medical school or graduate schools in psychology. This is a full-time position with a two-year commitment. Applications are being accepted for positions with either May or June start dates. Please visit us on the Web at [www.massgeneral.org/bipolar](http://www.massgeneral.org/bipolar).

Applicants will be considered on a rolling basis, so we encourage you to apply as soon as possible. Qualified candidates should send a cover letter and resume at the latest by April 25, 2015 to:

mgigler@mgh.harvard.edu

or

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