



## OCD & Related Disorders PROGRAM

### **Clinical Research Coordinators for the Department of Psychiatry at MGH**

The OCD and Related Disorders Program ([www.mghocd.org](http://www.mghocd.org)) at Massachusetts General Hospital is looking for qualified college graduates (and Spring 2015 graduates) with a background in research and psychology to fill openings for Clinical Research Coordinators. The start date for the position is June 8, 2015.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES (MAY INCLUDE, BUT ARE NOT LIMITED TO):**

- Recruiting study candidates, conducting phone screens, participating in case reviews to determine candidate's eligibility, and making referrals when appropriate.
- Scheduling and monitoring flow of assessments and treatment sessions, and ensuring their timely completion.
- Verifying accuracy of study forms and updates them per protocol.
- Performing study procedures such as phlebotomy.
- Administering and scoring clinical self-reports and neuropsychological assessments.
- Collecting, entering, and managing assessment and treatment data.
- Acting as a liaison to the human research committee, preparing and submitting study applications, amendments, and continuing reviews.
- Assisting with formal audits of data.
- Assisting with regulatory binders and QA/QC procedures.
- Assisting with the preparation of presentations, manuscripts, grant applications and progress reports.
- Conducting literature searches.
- Performing administrative support duties as required.
- Other duties as assigned.

#### **SKILLS/ABILITIES/COMPETENCIES REQUIRED:**

- Excellent organizational skills
- Attention to detail
- Ability to follow directions
- Computer literacy
- Strong oral and written communication skills
- Ability to work independently and as part of a team
- Working knowledge of clinical research protocols
- Basic knowledge of research methods and SPSS
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

#### **EDUCATION:**

- B.A. or B.S. in psychology or related field



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### EXPERIENCE:

- Previous research experience

The position is full time (40 hrs per week) and it is paid. The position starts June 8, 2015 and will progress throughout the year. It is not a temporary position.

To read more about the studies currently running at the OCD and Related Disorders Program, please visit our website [www.mghocd.org/studies](http://www.mghocd.org/studies)

### **How to Apply:**

Applicants should provide a resume/CV, cover letter, and have references available. ***Please list your GPA (cumulative and major's GPA) and relevant coursework on your resume/CV.***

Please send your application to Barbara Rosemberg via email.

Applications should be received by February 1, 2015.

### **Contact:**

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