

Job Title: Clinical Research Coordinator
Company: MGH
Location: MGH Main Campus - Boston
Department: CHGR
Std Hrs/Wk: 40.00
Shift: Day
Full/Part Time: Full-Time
Regular/Temporary: Regular

Overview:

The Psychiatric and Neurodevelopmental Genetics Unit at Massachusetts General Hospital is seeking a Clinical Research Coordinator for research on genetic contributions to psychiatric and neuro-developmental disorders and their treatment. The position offers significant involvement in an exciting area of research and a collaborative research environment.

The scope of this position will include:

Clinical Research Responsibilities: Scheduling initial and follow-up study visits; conducting study visits that involve obtaining informed consent and blood or tissue samples; maintaining confidential, accurate, and detailed records of study visits; acting as a study resource for participants; and performing other miscellaneous research/study visit tasks. Research coordinator may also be involved in data management, analysis, and bioinformatics on projects.

Study Coordination and Administrative Responsibilities: Maintaining regulatory compliance for studies; monitoring study files; data entry and management; scheduling and attending program and study meetings, creating agendas and compiling minutes for project-related meetings; maintaining study documentation and preparing study progress reports; working with the program's lab personnel and serving as a liaison with other hospital programs and departments; handling reimbursements for study participant compensation and for other study-related purchases; providing administrative support as needed; assistance with preparation of presentations and manuscripts; performing literature/library searches; participating as a flexible member of the research team in achieving its overall goals.

The ideal candidate would be a self-motivated team player with superb time management, organizational, and communication skills. S/he would have strong attention to detail, computer skills, familiarity with statistical methods, ability to travel locally for study visits, background and/or interest in clinical/biomedical research and/or human genetics.

Start date of this position is the Spring or Summer of 2015.

Requirements:

- Bachelor's Degree in Psychology, Neuroscience, or Biology, or related field required.
- Ability to handle a variety of tasks amid shifting priorities.
- Strong analytical skills with a high degree of initiative.
- Creative and highly motivated individual with strong organizational and management skills.
- Excellent written and verbal communication skills.
- Ability to multi-task in a dynamic multi-disciplinary research environment.
- A Two year commitment is required.

Please advise anyone interested to e-mail Yael Dai (ydai2@mg.harvard.edu) their resume and cover letter as soon as possible.