



MGH Clinical Research Coordinator Position

The Scharf Lab at MGH's Psychiatric and Neurodevelopmental Genetics Unit is seeking a motivated, conscientious, and reliable individual with an interest in psychology to join our team as a Clinical Research Coordinator (to start in May 2015). The position is ideal for someone planning to pursue an advanced degree in psychology, child development, medicine, or a related field.

DESCRIPTION OF RESEARCH:

Our research team is investigating genetic and non-genetic risk factors for Tourette syndrome (TS) and related disorders, such as obsessive compulsive disorder (OCD) and attention deficit hyperactivity disorder (ADHD). We recruit individuals from our hospital clinic as well as from across the nation to participate in our research. In addition to collecting DNA and other biological samples, we also gather extensive phenotypic information, including formal diagnostic assessments of associated neurodevelopmental and psychiatric conditions as well as medical, social and family history. We are currently recruiting patients with TS, OCD, and related disorders to collect blood samples and also coordinate skin biopsies for a subset of our subjects that is used by other members of the lab to generate patient-specific stem cells. We are also using novel data-mining methods to identify pre- and perinatal risk factors for these conditions from electronic medical record data. For those applicants with an interest in, or experience with, statistics/genetics, there are additional opportunities to be involved with statistical genetics projects. We hope that our research will inform and improve future diagnostic, prognostic, treatment and prevention strategies for these conditions. For more information about our research, please visit our website: http://www.massgeneral.org/psychiatry/research/pngu_bio_Scharf.aspx.

PRINCIPAL DUTIES & RESPONSIBILITIES (May include, but are not limited to):

- Perform subject recruitment and screening activities; assist in determining subject eligibility
- Monitor subject tracking database and keep records current
- Obtain informed consent and securely maintain documentation of written consent
- Serve as a participant liaison by maintaining contact, scheduling appointments/calls and following up with participants while they are actively completing the study
- Coordinate blood draws with external labs and follow-up with the NINDS DNA Repository staff
- Perform phlebotomy procedures (training provided)
- Conduct structured psychiatric interviews with participants
- Place orders for study supplies and keep accurate records of purchases
- Administer and track subject reimbursement
- Assist with paper and grant writing activities, including conducting literature reviews, drafting manuscripts, preparing references (using Endnote), creating tables and figures, etc.
- Prepare, submit and maintain IRB materials, including amendments, continuing reviews, new study submissions, etc.
- Assist with the maintenance of regulatory binders
- Train and supervise student interns in the performance of basic study tasks, such as data entry
- Prepare, ship and track consent packages and blood kits
- Complete data entry of interview and questionnaire data
- Perform study-related clerical duties such as photocopying, checking, scanning and filing data.
- Retrieve and enter clinic packets into the Electronic Health Record
- Complete additional tasks, as needed.

REQUIREMENTS:

- B.A./B.S. in psychology, neurobiology, neuroscience, or a related field
- Minimum of one year previous research experience
- Experience working with children and their families strongly preferred
- Experience with clinical interviewing preferred
- Ability to work well as part of a team and independently
- Familiarity with computer databases and data entry
- Excellent organizational, interpersonal and communication skills
- Strong attention to detail
- Willingness to perform phlebotomy procedures
- Ability to work flexible hours (i.e., occasional weekends and evenings)



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- Minimum of a one year commitment
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

This is a paid, full-time position (40 hours per week). The target start date is Monday, May 18, 2015. This is not a temporary position.

HOW TO APPLY:

Applicants should provide a resume/CV, cover letter, writing sample, and list of 3 references. **Please list your GPA and relevant coursework on your resume/CV.**

Application materials can be sent to Cornelia Illmann via email. **Please have all materials in by February 1, 2015.**

Contact:

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