

**Massachusetts General Hospital – Center for Women’s Mental Health
Summer Intern Position Announcement**

Program Description:

The Center for Women’s Mental Health is a clinical and research program within the Department of Psychiatry at MGH. Our Center is dedicated to the evaluation and treatment of psychiatric disorders associated with female reproductive function. The Program provides a range of clinical services to women, including: consultation regarding the use of psychiatric medications during pregnancy; treatment for postpartum mood and anxiety disorders; treatment for premenstrual syndrome; and treatment of menopause-related mood and anxiety symptoms, sleep disorders, and hot flashes. Our research examines a wide range of questions which affect the lives of women with these conditions (see www.womensmentalhealth.org for more information).

Responsibilities:

The summer intern will support the research coordinators in the conduct of their clinical studies and other research projects.

Responsibilities may include:

- Coordinating subject contacts and following up on outstanding forms
- Assisting with outreach to a cohort of active research subjects
- Editing Center website content
- Data entry for clinical research subjects
- Organizing and assembling recruitment mailings to research subjects and providers

Work Environment:

Currently, our group is made up of four research coordinators, the program coordinator, the program assistant, three full time psychiatrists, including the Director, and seven part time clinicians. The summer intern will work closely with the research coordinators to support their studies and other projects. The research coordinators and study principal investigators meet weekly to review study progress, and the whole Center meets once a week to review clinical cases and discuss advances in the field. The summer intern is welcome to attend either or both of these meetings.

Details:

We are looking for candidates who can work 10-25 hours a week June through August. Experience with Excel is preferred. Hours and workdays are relatively flexible based on applicant’s scheduling needs. This is an unpaid position.

Interested applicants may send cover letters and resumes to Abbi Davies via email to adavies2@mg.harvard.edu or via USPS to 185 Cambridge Street, Floor 2, Boston, MA 02114.