

**Massachusetts General Hospital – Center for Women’s Mental Health
Clinical Research Coordinator 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 Program 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 which include: 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 research coordinators in our Program are each assigned 1-2 active clinical studies, which allows them to be involved in the entire research process. This is different from most other research coordinator positions in which the coordinators are assigned a particular task that they perform across all of the group’s trials.

The research coordinators are primarily responsible for the following research activities:

- Conducting research visits with study patients and study clinicians
- Managing the recruitment, screening and enrollment of research patients
- Administering psychiatric assessments
- Phlebotomy and specimen preparation
- Data collection and entry, and database management
- Preparation and submission of research protocols to the IRB
- Ensuring compliance with the Partners IRB and other federal and institutional guidelines
- Periodic special projects, such as a grant submission or a journal article submission

Additionally, the research coordinators are responsible for various administrative tasks such as managing our offsite record storage facility and maintaining the master research visit schedule.

Work Environment:

Currently, our group is made up of four research coordinators, a senior research coordinator, a program assistant, and ten psychiatrists, three of whom are principal investigators, including the Director. The research coordinators work closely with the study principal investigators and meet twice weekly as a group to review study progress. The group meets once a week for two hours to review clinical cases and ongoing research progress.

Details:

We are looking for candidates who possess at least a bachelor’s degree and who can start no later than June 1, although an earlier start would be appreciated. The salary for this full-time position will start at \$30,000 per year, and benefits are available.

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