



One Gustave L. Levy Place Box 1163
New York, NY 10029-6574

Role: Clinical Research Coordinator I – Brain Health
Brain Injury Research Center of Mount Sinai

Start Date: Spring/Summer 2026

The Brain Injury Research Center of Mount Sinai (BIRC-MS) conducts cutting-edge research focused on improving the lives of individuals affected by traumatic brain injury (TBI). Since 1987, BIRC-MS has made seminal contributions to understanding long-term TBI outcomes and evaluating behavioral and clinical interventions that improve cognitive, emotional, and behavioral functioning after injury. For more information, please visit <https://icahn.mssm.edu/tbicentral>.

We are seeking a full-time **Clinical Research Coordinator I** to support studies at the BIRC-MS, including the Resilient Together for Dementia (RT-D) research program, supported by the National Institute on Aging. RT-D is a tailored dyadic intervention delivered via live video to individuals living with Alzheimer's disease or a related dementia (ADRD) and their spousal care-partners. The program aims to prevent chronic emotional distress and preserve quality of life early after diagnosis.

This position focuses on study coordination, implementation, and project management of RT-D. Responsibilities include **screening and enrolling eligible participants, coordinating participant dyads, conducting longitudinal follow-up semi-structured interviews, managing Institutional Review Board (IRB) submissions and continuing reviews, and coordinating quarterly and annual reports for the federal funding agency.**

The ideal candidate is passionate about advancing research that improves health and quality of life for individuals affected by ADRD and TBI. The successful candidate will demonstrate excellent interpersonal and written communication skills, a professional demeanor, strong organizational skills, attention to detail, and the ability to work both independently and collaboratively. **Preference will be given to candidates able to commit for 2 years.** Individuals from diverse and underrepresented backgrounds are strongly encouraged to apply.

Primary Duties and Responsibilities include:

- Coordinate and implement clinical research activities including but not limited to: answering phone calls, screening participants for eligibility, registering subjects with sponsoring agency, administering questionnaires, neuropsychological tests and other standardized testing, maintaining follow up with active participants.
- Collects and records study data. Inputs all information into database.
- Obtain informed consent for participants with minimal supervision of the investigator(s) and educate participants regarding study requirements.
- Lead the coordination and preparation of progress reports for federal funding agencies
- Support recruitment efforts and build relationships with community organizations.
- Ensure participant retention by maintaining engagement throughout the study.
- Assist with new grant applications.
- Prepare new protocol submissions, amendments, and renewals.
- Create and manage study databases (e.g., REDCap, Survey Monkey) and support data entry, extraction, and cleaning.
- Maintain knowledge of the current regulations and technologies related to data management.

- Perform other related duties.

Requirements:

- Bachelor's or Masters degree in Science, Psychology, Public Health, or a related field.
- At least one year of clinical research experience preferred.
- Prior experience working with individuals affected by ADRD and/or TBI is preferred.
- Exceptional interpersonal skills with the ability to interact compassionately and effectively with individuals experiencing cognitive impairment.
- Experience working with human subjects' regulatory offices and with grants and contracts offices
- Strong oral and written communication skills.
- High attention to detail and excellent organizational abilities.
- Strong problem-solving, time management, and database management skills.
- Proficiency in Windows Suite programs (Excel, Word, Access, Publisher) and Google Drive programs (Sheets, Pages, Slides, etc.)
- Familiarity with REDCap, eRAP, EndNote, and Trello is a plus.

Interested candidates should send the following materials to Brittany Engelman:

brittany.engelman@mountsinai.org

1. **Resume**
2. **Cover letter**
3. **Writing Sample**
4. **Contact information for TWO individuals who are willing to serve as professional references**

EMPLOYER DESCRIPTION:

Strength through Unity and Inclusion

The Mount Sinai Health System is committed to fostering an environment where everyone can contribute to excellence. We share a common dedication to delivering outstanding patient care. When you join us, you become part of Mount Sinai's unparalleled legacy of achievement, education, and innovation as we work together to transform healthcare. We encourage all team members to actively participate in creating a culture that ensures fair access to opportunities, promotes inclusive practices, and supports the success of every individual.

At Mount Sinai, our leaders are committed to fostering a workplace where all employees feel valued, respected, and empowered to grow. We strive to create an environment where collaboration, fairness, and continuous learning drive positive change, improving the well-being of our staff, patients, and organization. Our leaders are expected to challenge outdated practices, promote a culture of respect, and work toward meaningful improvements that enhance patient care and workplace experiences. We are dedicated to building a supportive and welcoming environment where everyone has the opportunity to thrive and advance professionally. Explore this opportunity and be part of the next chapter in our history.

About the Mount Sinai Health System:

Mount Sinai Health System is one of the largest academic medical systems in the New York metro area, with more than 48,000 employees working across eight hospitals, more than 400 outpatient practices, more than 300 labs, a school of nursing, and a leading school of medicine and graduate education. Mount Sinai advances health for all people, everywhere, by taking on the most complex health care challenges of our time — discovering and applying new scientific learning and knowledge; developing safer, more effective treatments; educating the next generation of medical leaders and innovators; and supporting local communities by delivering high-quality care to all who need it. Through the integration of its hospitals, labs, and schools, Mount Sinai offers comprehensive health care solutions from birth through geriatrics, leveraging innovative approaches such as artificial intelligence and informatics while keeping patients' medical and emotional needs at the center of all treatment. The Health System includes more than 9,000 primary and specialty care

physicians; 13 joint-venture outpatient surgery centers throughout the five boroughs of New York City, Westchester, Long Island, and Florida; and more than 30 affiliated community health centers. We are consistently ranked by U.S. News & World Report's Best Hospitals, receiving high "Honor Roll" status, and are highly ranked: No. 1 in Geriatrics, top 5 in Cardiology/Heart Surgery, and top 20 in Diabetes/Endocrinology, Gastroenterology/GI Surgery, Neurology/Neurosurgery, Orthopedics, Pulmonology/Lung Surgery, Rehabilitation, and Urology. New York Eye and Ear Infirmary of Mount Sinai is ranked No. 12 in Ophthalmology. U.S. News & World Report's "Best Children's Hospitals" ranks Mount Sinai Kravis Children's Hospital among the country's best in several pediatric specialties. The Icahn School of Medicine at Mount Sinai is ranked No. 11 nationwide in National Institutes of Health funding and in the 99th percentile in research dollars per investigator according to the Association of American Medical Colleges. Newsweek's "The World's Best Smart Hospitals" ranks The Mount Sinai Hospital as No. 1 in New York and in the top five globally, and Mount Sinai Morningside in the top 20 globally.

Equal Opportunity Employer

The Mount Sinai Health System is an equal opportunity employer, complying with all applicable federal civil rights laws. We do not discriminate, exclude, or treat individuals differently based on race, color, national origin, age, religion, disability, sex, sexual orientation, gender, veteran status, or any other characteristic protected by law. We are deeply committed to fostering an environment where all faculty, staff, students, trainees, patients, visitors, and the communities we serve feel respected and supported. Our goal is to create a healthcare and learning institution that actively works to remove barriers, address challenges, and promote fairness in all aspects of our organization.

Compensation

The Mount Sinai Health System (MSHS) provides salary ranges that comply with the New York City Law on Salary Transparency in Job Advertisements. The salary range for the role is \$58661 - \$73530 Annually. Actual salaries depend on a variety of factors, including experience, education, and operational need. The salary range or contractual rate listed does not include bonuses/incentive, differential pay or other forms of compensation or benefits.