Research Assistant

Manager:	Director of Research Administration, Operations and Special Projects		Department:	Research
Company:	Child Mind Institute		Location:	New York - Midtown
FT/PT & FLSA:	FT, Exempt		Updated:	Jan 2023
Supervisor Position:		Yes ☐ No ☒		

Summary:

The Child Mind Institute is seeking a Research Assistant to work across a variety of new and existing initiatives.

Projects will vary substantively in nature depending on priorities set by leadership at a given time. Tasks may include literature searches and information gathering, project development and coordination, data collection, data management and analysis, and drafting of reports. With strong interpersonal and organizational skills, this candidate should possess a keen attention to detail, a strong willingness to learn and computer skills related to data management and preparation of data summary and presentation. The Child Mind Institute fosters a collaborative environment where Research Assistants have the opportunity to gain excellent clinical and research experience, with the potential to be involved in publications.

Reporting to the Director of Research Administration, Operations and Special Projects, this is an exempt, full-time position based in New York.

The Child Mind Institute is proud to be named a Great Place to Work-Certified company! Our competitive compensation and benefits include medical insurance, 401(k) with match, flexible work schedules, paid parental leave, dependent care and discounted tickets and entertainment perks program.

Responsibilities will include, but are not limited to:
- Assist in developing and implementing new research initiatives
- Assist in drafting and monitoring study protocols and related documentation
- Assist in study coordination and data collection
- Formatting, designing and building online assessments in multiple platforms including REDCap
- Assist in data analyses, result interpretation, and drafting of manuscripts for publication
- Conduct and summarize scientific literature review
- Attend and present at team meetings
- Provide administrative assistance for research project operations.
- Other tasks as assigned

Qualifications:
- Bachelor's degree in Psychology, Computer Science, Information Systems, Neuroscience, Engineering, or other related fields

- Strong interpersonal skills, strong written and oral communication, and the ability to work as a member of a team, as well as independently.
- Must be able to prioritize and multitask.
- Must be proficient in computers and Microsoft Suite
- Proficiency in one or more programming languages (e.g., R, python) preferred
- Prior undergraduate clinical and/or research experience is required

Special Considerations:
Please upload your CV during the application process.

The Child Mind Institute is an equal opportunity employer and does not discriminate in employment based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation; national origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9]); ancestry, physical or mental disability, medical condition, genetic information/characteristics, marital status/registered domestic partner status, age (40 and over), sexual orientation, military or veteran status, or any other basis protected by federal, state or local law or ordinance or regulation.

Apply here!