Clinical Research Coordinator at Brigham and Women's Hospital - (3234647)

The Women's Hormones and Aging Research Program (WHARP) is a clinical and translational research program within the Department of Psychiatry at Brigham and Women's Hospital (BWH). Our program conducts a series of studies focused on the hormonal and neural basis of depression, sleep disturbance, stress, hot flashes, and metabolism. Our clinical protocols utilize a variety of designs and procedures, including both randomized trials and observational studies, overnight study visits on a sleep monitoring research unit, blinded medication/placebo administration, MRI scanning, biosample assays, and psychological testing and assessments. More information can be found on the WHARP website, www.brighamwharp.org.

The research program comprises the Principal Investigator, clinical research psychiatrists and psychologists, sleep and endocrine researchers, a Director of Research Program Management, Research Coordinators, and volunteer Trainees. The Clinical Research Coordinator (CRC1) will be an instrumental part of the team, learning to conduct the day-to-day implementation of clinical research protocols, as well as how to contribute to data analyses, study start-up processes, regulatory management, and, possibly, assistance with abstract and manuscript preparation. They will work closely with the rest of the WHARP team under the guidance of the Director of Research Program Management and the Principal Investigator.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
The CRC1 is primarily responsible for the following activities:
* Being the primary coordinator on one large, multi-year clinical trial.
* Scheduling study visits, coordinating logistics, and engaging frequently with research participants
* Conducting in-person and virtual study visits with participants, study clinicians, and other hospital staff
* Assisting with several regulatory tasks throughout the trial, including adverse event and other safety event recording, coordinating safety management meetings, assisting with periodic reports to funding agencies and Sponsors, and managing day-to-day regulatory tasks and documentation
* Administering assessments of psychological, sleep, and other symptoms
* Collecting and entering data into electronic databases

Other tasks may include:
* Supporting other protocols in our research program and providing coverage for other CRCs
* Setting up, downloading, and analyzing symptom monitoring equipment
* Managing the recruitment, screening, and enrollment of research participants
* Assisting with literature reviews and reference management for grant and manuscript submissions
* Assisting with ordering research supplies and paying invoices
* Rotating responsibility with other CRCs to lead weekly lab meetings
* Assisting with data analysis and preparation for presentation, including creating data tables,

graphs, and figures
* Other tasks as necessary

SKILLS/ABILITIES/COMPETENCIES REQUIRED:
* Meticulous attention to detail
* Strong organizational & communication skills
* Professional writing skills
* Demonstrated leadership and passion for being pro-active in getting tasks completed
* Strong critical thinking & problem-solving skills
* Computer and technological literacy
* Working knowledge of literature searches & using reference management software
* Knowledge of clinical/psychological research and Good Clinical Practice
* Ability to work both independently and as a member of a close-knit team

EDUCATION:
* Bachelor's degree is required.

EXPERIENCE:
Required:
* Experience with PowerPoint and Excel.
* Experience with data collection, preferably in clinical setting.
* Interest in pursuing a career in medicine, clinical psychology, human subjects research, and/or women's health

Preferred:
* Prior experience working or volunteering in a large, academic research center.
* Experience with clinical/psychological research and electronic data management software (e.g. REDCap).
* Graphic design, print, or digital layout skills (e.g. creating Powerpoint slides and brochures, updating websites in Wordpress)
* Interest in 2-year commitment

Please provide a cover letter addressing your interest in this specific position and your future goals along with your resume. Applications without cover letters will not be considered.

Note that this position is primarily on-site, with option to work remotely on occasion after the initial 3-month training period assuming at-home work expectations are met.

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive

statement of all duties, responsibilities or skills of personnel so classified.

EEO Statement

BWH is an Affirmative Action Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law. We will ensure that all individuals with a disability are provided a reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

Apply here: https://partners.taleo.net/careersection/ex/jobdetail.ftl?job=3234647