Clinical Research Coordinator at MGH - (3285813)

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Department of Psychiatry at MGH is seeks a Clinical Research Coordinator (CRC) to work on studies within the Clinical Neuroscience Laboratory of Sex Differences in the Brain (CNL-SD), part of the Innovation Center on Sex Differences in Medicine (ICON-X). The CNL-SD consists of an interdisciplinary team of investigators integrating structural and functional brain imaging studies, psychophysiology, neuroendocrine studies of hormones and brain function, genetics, and biomarkers of immune function. Read more here: https://www.cnl-sd.mgh.harvard.edu/

The studies for which we are currently recruiting are collaborative projects investigating the shared pathophysiologies that underlie sex-dependent risk for major depressive disorder (MDD), cardiovascular disease (CVD) and Alzheimer's disease (AD). We work within a team approach. A key element of this position involves contact with human research participants (adults in midlife), so candidates should enjoy and feel comfortable interacting with various populations. There are many opportunities for education and growth in the multiple domains in which we operate. The Coordinator works on a primary project/team, and collaboratively across the lab. The PI is also the Executive Director of the Innovation Center on Sex Differences in Medicine: https://www.icon.mgh.harvard.edu/about

Please include cover letter with a description of interest in the position and relevant background/skills.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Please note, the functions below are representative of major duties that are typically associated with these positions. Specific responsibilities may vary based upon departmental needs. Similarly, not all duties that have been outlined will be assigned to each position.

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Assists with recruiting patients for research studies
- Obtains participant study data from medical records, physicians, etc.
- Conducts library searches
- Verifies accuracy of study forms
- Updates study forms per protocol
- Documents study visits and procedures
- Assists with regulatory binders and QA/QC procedures
- Assists with interviewing study subjects
- Administers and scores questionnaires
- Provides basic explanation of study and in some cases obtains informed consent from subjects
- Performs or assists with study procedures

- Assists with study regulatory submissions
- Writes consent forms
- Helps verify subject inclusion/exclusion criteria
- Performs administrative support duties as required

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Careful attention to details
- Good organizational skills
- Ability to follow directions
- Good communication skills
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs
- Ability to work independently and as a team player

EDUCATION:

- Bachelor's degree required. Must have background/knowledge of neuroscience/neurobiology, psychology, or a related field.

EXPERIENCE:

- Preferred: Experience within an academic research setting; work with human research subjects or adult population in a service field.
- New graduates with some relevant course/project work or those without any prior research experience will be considered for the Clinical Research Coordinator I position outlined above.
- Those with a minimum of 1-2 years of directly related work experience will be considered for a Clinical Research Coordinator II position.

EEO Statement

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.

Apply here!