

# Clinical Research Coordinator at the Icahn School of Medicine at Mount Sinai

## Job Description

The Nash Family **Center for Advanced Circuit Therapeutics (C-ACT)** at The Icahn School of Medicine at Mount Sinai is seeking a **Clinical Research Coordinator I** to manage multiple studies testing deep brain stimulation for treatment resistant depression. The CRC will manage all aspects of these projects including activities involved in the regulatory submittals, data collection, scheduling, and data management. This role requires 1) exceptional organizational skills, 2) excellent written and oral communication skills, 3) the ability to work collaborative with a diverse team, and 4) interest in neuropsychiatric health conditions.

The Clinical Research Coordinator will report to Dr. Mayberg. The CRC will interact with a diverse team of clinicians, (from the Departments of Psychiatry, Neurology, and Neurosurgery) neuroscientists, graduate and medical students and research post-docs who focus on the use of neuroimaging, neuroengineering, computational neuroscience, and bioinformatics in the context of invasive neuromodulation both within and across the Center and Institution towards the many complementary goals of this project.

Located at Mount Sinai West, C-ACT ([Center for Advanced Circuit Therapeutics](#)) is a transdisciplinary research unit, embedded within the Center for Neuromodulation. C-ACT supports research activities using imaging, invasive and noninvasive electrophysiology, performance and behavioral metrics, computational modeling, and clinical and research bioinformatics involving patients electing to undergo surgical neuromodulation procedures for treatment refractory neurological and psychiatric symptoms. The Center aims to facilitate the advancement of invasive neuromodulation through the use of next-generation implantable devices, the development of computational algorithms for improvements in treatment delivery, and the employment of novel clinical applications, which will serve to complement the existing personalized, evidenced-based care currently provided to C-ACT patients.

The ideal candidate will have: a minimum of a Bachelor degree with a focus on biological sciences, psychology, or neuroscience and at least 1 year of prior research experience, and will be able to provide a 2 year commitment. Previous experience interacting with patients with neurological and/or psychiatric disorders is preferred. Experience with management of regulatory files and activities (IRB, FDA, patent application, research contracts) and with research software (RedCap) is a plus. Coding skills will be useful. This position would be a good fit to post-bacs seeking future admission to medical/graduate school programs.

The candidate must have extraordinary organizational and interpersonal skills; the ability to work well with clinical populations and a diverse, interdisciplinary team; a willingness to tackle complex tasks in an independent and flexible manner; and a strong work ethic.

C-ACT is located at Mount Sinai West, Midtown West Side in New York City.

### ***Roles & Responsibilities:***

- Scheduling/coordinating research visits with patients, clinical staff, and research personnel
- Write and Manage FDA, IRB, ClinicalTrial.gov, research contract files and reports.
- Administration of standardized clinical psychiatric assessments
- Coordination of neuroimaging (MRI, PET), EEG, and behavioral data collection
- Data management activities, including data entry, quality control, backup, and storage (RedCap)
- Data collection with computerized research tasks and assessments
- Trouble-shooting computer programming of research tasks (Matlab, Imotions, R or Python)
- Simple data analysis with existing analytic and statistical pipelines (Excel, SPSS, etc)
- Assisting with writing new research protocols, grant applications; collating data for presentations and publications
- Other duties as assigned.

### ***Requirements:***

- Education: Bachelor's or Master's degree in biological sciences, psychology, or neuroscience
- Experience: 1-2 years prior research experience
- Excellent written and oral communication skills
- Exceptional attention to detail and accuracy

### **Strength Through Diversity**

The Mount Sinai Health System believes that diversity, equity and inclusion are drivers for excellence. We share a common devotion to delivering exceptional patient care. Yet we're as diverse as the city we call home- culturally, ethically, in outlook and lifestyle. When you join us, you become a part of Mount Sinai's unrivaled record of achievement, education, and advancement as we revolutionize medicine together and participate actively as a leader within the Mount Sinai Health System by:

- Serving as the primary resource management representative of the Mount Sinai leadership teams, committees, etc., and acting as the primary executive leader interface between Mount Sinai and key executives from the health systems' vendors and partners.

- Engaging with relevant thought leaders and policy-makers at the federal and state levels, and representing the Health System as assigned.
- Using a lens of equity in establishing and promoting policies and procedures and providing opportunities for all to thrive.
- Confronting racist, sexist or other inappropriate behavior and challenges exclusionary organizational practices and serving as a role model to promote anti-racist behaviors.
- Inspiring and fostering an environment of anti-racist behaviors among and between departments and co-workers.

We work hard to acquire and retain the best people, and to create a welcoming, nurturing work environment where you can develop professionally. We share the belief that all employees, regardless of job title or expertise, can make an impact on quality patient care.

Explore more about this opportunity and how you can help us write a new chapter in our story!

### **Who We Are**

Over 42,000 employees strong, the mission of the Mount Sinai Health System is to provide compassionate patient care with seamless coordination and to advance medicine through unrivaled education, research, and outreach in the many diverse communities we serve.

Formed in September 2013, The Mount Sinai Health System combines the excellence of the Icahn School of Medicine at Mount Sinai with seven premier hospital campuses, including Mount Sinai Beth Israel, Mount Sinai Beth Israel Brooklyn, The Mount Sinai Hospital, Mount Sinai Queens, Mount Sinai West (formerly Mount Sinai Roosevelt), Mount Sinai Morningside (formerly Mount Sinai St. Luke's), and New York Eye and Ear Infirmary of Mount Sinai.

The Mount Sinai Health System is an equal opportunity employer. We comply with applicable Federal civil rights laws and does not discriminate, exclude, or treat people differently on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, or gender expression.

EOE Minorities/Women/Disabled/Veterans

### **Compensation**

The Mount Sinai Health System (MSHS) provides a salary range to comply with the New York City Law on Salary Transparency in Job Advertisements. The salary range for the role is \$58,661.00 - \$80,000.00 Annually. Actual salaries depend on a variety of factors, including experience, education, and hospital need. The salary range or contractual rate listed does not include bonuses/incentive, differential pay or other forms of compensation or benefits.

Apply here: <https://careers.mountsinai.org/jobs/2842926?lang=en-us>