

Clinical Research Coordinator at Virginia Commonwealth University

The VCU Department of Psychiatry is recruiting for a Clinical Research Coordinator position. This position will support the Principal Investigator's research projects, which investigate the neurobiological and psychosocial mechanisms of eating disorders. Current projects use various methods (fMRI, neurocognitive measures, computational modeling, ambulatory assessment, and clinical interviews) to investigate the mechanisms through which eating pathology is developed and maintained.

Position Responsibilities:

The successful candidate will be responsible for coordinating clinical research studies that involve individuals (adolescents, adults) with eating disorders and other psychological concerns in a compliant and efficient manner. Under the direct supervision of the Principal Investigator (PI), the incumbent will collaborate with all members of the clinical research teams to ensure all federal, state, university, and protocol requirements are followed, institutional research objectives are met, and ethical obligations are kept.

Specific responsibilities include, but are not limited to:

- Maintaining regulatory and compliance requirements in line with national, local, and institutional guidelines, including appropriate study documentation/records;
- Completing and maintaining current Collaborative Institutional Training Initiative (CITI) Program certificates for completion of Human Subjects Protections and Good Clinical Practice courses;
- Recruiting, screening, and enrolling participants into the PI's research studies;
- Coordinating research procedures (including, but not limited to, administering clinical interviews, ambulatory assessments, and neurocognitive measures, as well as assisting with fMRI scans);
- Managing, cleaning, and analyzing study data;
- Assisting with manuscript and grant preparation; and
- Assisting with lab organization and planning.

Required Qualifications:

- Excellent communication, writing, problem-solving, and interpersonal skills.
- Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a staff member at VCU.
- Demonstrated experience working with clinical populations with psychological concerns or evidence of commitment to learning the skills necessary to work with these populations.
- Ability to work both independently and collaboratively as a team.
- Ability to prioritize work requirements and multi-task in a fast-paced environment.
- Ability to manage time effectively and perform daily tasks independently.
- Willingness to travel to study sites and meeting locations, as applicable.

Preferred Qualifications:

- Bachelor's Degree in Psychology, Neuroscience, Data Science, or a related discipline OR equivalent educational experience OR experience in a clinical research setting equal to 4 years.
- Research or clinical experience working with eating disorders and/or similar clinical populations.
- Knowledge of and experience with neuroimaging methods and/or analysis.
- Knowledge of and experience with coding (e.g., through R, Python, Matlab, or another coding language).
- Knowledge of and experience with statistical analysis and/or computational modeling (e.g., through R, SPSS).

Additional Information:

The position will allow knowledge and skill development related to interfacing with clinical populations, conducting neuroimaging procedures and complex statistical analysis, and working within a multidisciplinary, collaborative environment. This is an excellent opportunity for obtaining research and

clinical experience prior to applying for graduate or medical school and will involve professional development, including the ability to work on publications and conference presentations. This is a restricted position with no set end date, and continued employment is dependent upon project need, availability of funding, and performance. The position will remain open until filled.

University Title: Clinical Research Coordinator

ORP Eligible: No

Virginia Commonwealth University (VCU) School of Medicine is a premier academic medical center located in the heart of Richmond. Accounting for almost half of VCU's sponsored research, the School of Medicine is internationally recognized for patient care and education. VCU School of Medicine comprises 18 clinical departments, eight basic health science departments, and 11 affiliated institutes and centers, and provides preeminent education to physicians and scientists in order to improve the quality of healthcare for humanity. All full-time university staff is eligible for our generous benefits package that includes choices for health, vision, and dental coverage, life insurance, short and long-term disability coverage, retirement planning, tax-deferred annuity, and cash match programs, flexible spending accounts, tuition benefits, significant paid-time off, 12 paid holidays, and more. Explore our benefits further here: <https://hr.vcu.edu/current-employees/benefits/university-and-academic-professional-benefits/>

The School of Medicine continuously strives for our workplace and learning environment to reflect the demographic and social milieu of the communities we serve. All qualified applicants are encouraged to apply.

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