

Clinical Research Coordinator - in the Department of Psychiatry Neuroscience - (3243708)

GENERAL SUMMARY/ OVERVIEW STATEMENT:

Under the direct supervision of the Principal Investigator, the Clinical Research Coordinator (CRC) in the Department of Psychiatry Neuroscience Division will work on NIH funded clinical and translational large scale research projects concerning maternal mental health. They will also take part in coordinating a study in collaboration with investigators in Nigeria. The CRC will take part in mental health and related assessments of postpartum women and their infants. They will have the opportunity to take part in presentations of poster(s) in scientific meeting and may co-author manuscript(s) for publication in professional journals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Perform subject recruitment.
 - Take part in performing subject assessment.
 - Code study assessments.
 - Manage study protocols, logs, study folders, and study Redcap.
 - Manage Lab website and other educational activities to the public.
 - Prepare study reports for research sponsors.
 - Contribute to preparation of scientific manuscripts related to the studies.
 - Contribute to the preparation of grant proposals related to the subject of maternal mental health.
 - Take the lead in poster presentation(s).
 - Take part in other research related tasks, such as data cleaning and data analysis.
 - Serve as the contact person among key study investigators.
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- Ability to multi-task and work in high pace environment.
 - Excellent organizations skills and attention to details.
 - Good writing skills.
 - Ability to anticipate problems and develop contingency plans to deal with them.
 - Able to work independently as well as part of a team.
 - Ability to perform basic statistical analysis.

Education: Bachelor's Degree

WORKING CONDITIONS:

- Office environment, designated research rooms.

- Work will be primarily performed at the Dekel Laboratory in the MGH Charlestown Navy Yard location. Optional: remote hybrid based on tasks assignment (not more than 1 day per week).

EEO Statement

We are 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.

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