

Clinical Research Coordinator II at Massachusetts General Hospital/Harvard Medical School

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Neuroendocrine Unit at Massachusetts General Hospital/Harvard Medical School is seeking a Clinical Research Coordinator II for fMRI data preprocessing and analysis for a spring or summer start date. The Clinical Research Coordinator II is an integral member of an interdisciplinary team which supports the study of patients and healthy volunteers within a clinical investigational setting in the Neuroendocrine Unit. Our interdisciplinary clinical research program focuses on endocrine regulation of eating behavior and metabolism across eating disorders and weights. Under general supervision of the Principal Investigators, who have expertise in neuroscience, neuroimaging, endocrinology, and eating disorders, the incumbent will carry out a broad range of neuroimaging and computer science-based research activities and procedures as indicated below.

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.

The Coordinator will process and analyze neuroimaging data, editing and running SPM12-based scripts and workflows for neuroimaging pipelines. Neuroimaging processing responsibilities include DICOM unpacking, conversion of data to NIfTI (BIDS) format, creation of bash scripts for data organization and description, visual inspection of structural and functional data quality, editing and running MATLAB-based SPM12 preprocessing scripts, quality assessment of motion for functional data, and editing and running first- and second-level models in SPM12 and fMRIPrep. Additional responsibilities include uploading data to the NIH data archive, preparing detailed agendas and data updates for meetings, and training new staff members in neuroimaging analyses. Clinical responsibilities include recruitment of study subjects, screening them for study eligibility, scheduling appointments, reviewing test results with the PI to ensure that protocol requirements are met and that abnormalities are addressed, and collecting data from various sources and inputting them into data collection/analysis systems. The Coordinator will complete applications/forms/reports and submit them in a timely manner to various research bodies like the Institutional Review Board (IRB), the Research Pharmacy, the Clinical Research Center (CRC), the NIH and the FDA. The position will require flexible hours, including early mornings and weekends.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Strong computer, statistical, and managerial skills are essential
- Programming skills (some combination of R, MATLAB, bash, python)
- Comfort with Linux environment
- Experience using MATLAB, SPM12, and fMRIPrep
- Familiarity with BIDS format
- Prior knowledge/experience with cloud-based computing
- Careful attention to details
- Good organizational skills
- Ability to follow directions
- Good communication skills
- 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
- Analytical skills and ability to resolve technical problems
- Ability to interpret acceptability of data results
- Working knowledge of data management program

EDUCATION:

- Bachelor's degree in computer science, mathematics, psychology, cognitive science, neuroscience, or related field required.

EXPERIENCE:

- Those with a minimum of 1-2 years of experience working in a research lab with neuroimaging using SPM will be considered for the Clinical Research Coordinator II position.

SUPERVISORY RESPONSIBILITY:

- A Clinical Research Coordinator II may assist with the training and orientation of new staff members.

PLEASE SEND:

- Current CV

- Letter of interest- highlight how your background complements the labs needs and interests
- Sample code

APPLICATION:

- To apply, please use Job Number **3154592** on the MGH Career Opportunities web page <https://www.massgeneral.org/careers/>
Open until filled.

EEO Statement

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