

Dr. Laura Berner's lab in the Center of Excellence in Eating and Weight Disorders and the Center for Computational Psychiatry at the Icahn School of Medicine at Mount Sinai is seeking a full-time Clinical Research Coordinator to coordinate studies focused on the neurobiology of bulimic symptoms in June 2025.

The Coordinator will be primarily responsible for administrative, research, and clinical tasks including: patient recruitment and scheduling, patient screening involving phone and in-person assessments, data collection, data management, and data analysis, running study procedures with participants, study development and regulatory paperwork, and presentation/publication preparation as necessary. The Coordinator will conduct semi-structured clinical interviews, assist with neuroimaging procedures, and administer self-report and neurocognitive assessments as part of projects evaluating individuals with eating disorders.

Ideal candidates will have superb organizational and communication skills. Experience with large databases computer programming, neuroimaging, and in eating disorders-focused research are preferred, but not necessary.

Candidates must be willing to commit at least two years to the position and be able to work flexible hours.

The position would be ideal for individuals who are interested in growing and developing a research coordinator career within the lab or for motivated college graduates who are interested in pursuing graduate studies in psychology, neuroscience, or medical school.

Duties and Responsibilities

The Research Coordinator will be a critical member of the research team and, under the supervision of the study investigators, will be responsible for carrying out day-to-day research operations.

Duties will include but are not limited to:

Recruitment and Scheduling

- Recruiting research participants with and without eating disorders*
- Fielding telephone calls and screening participants for eligibility*
- Coordinating participant appointments with facilities and staff

Data Collection, Management, and Analysis

- Administering diagnostic interviews, questionnaires, behavioral assessments, and neurocognitive measures*
- Maintaining safety training and Level 1 facility access status at the Mount Sinai Translational and Molecular Imaging Institute. Duties for this position require the ability to safely work near a strong magnetic field*
- Acquiring comprehensive fMRI datasets from eating disorder patients and controls*
- Conducting transfer, backup, and preliminary review of fMRI data
- Pre-processing of neuroimaging datasets (functional, and structural magnetic resonance imaging (with training and under supervision)
- Maintaining accurate and complete clinical research files
- Maintaining study databases in Excel, Access, and locally-developed software programs
- Ensuring compliance with the study protocol
- Assisting in the analysis and review of data for publications and presentations

General Lab Assistance

- Assisting with grant and IRB progress reporting
- Assisting the PI with grant submissions
- Monitoring the status of supplies and assisting with ordering, as needed

- Coordinating participant reimbursements
- Maintaining equipment and ensuring software and all programmed tasks are operating appropriately
- Training new lab members, with the opportunity to supervise research assistant volunteers

*indicates duty is “essential” as defined by the Americans with Disabilities Act (ADA)

Minimum Education

BA/BS in psychology, neuroscience, biomedical engineering, computer science, or a related field

Minimum Related Experience

One year working in a research environment

Helpful, but not required

- Experience performing neuroimaging and/or neuropsychological studies
- Familiarity with NIH or other sponsored grant submission processes

Minimum Computer Skills

- Intermediate/Advanced MS Office, including Access, Word, and Excel
- Basic SPSS and/or R

Helpful, but not required:

- Experience with REDCap, E-Prime, neuroimaging analysis suites (AFNI, FSL, SPM, Freesurfer)
- Experience with Unix based systems and scripting (MatLab and Python)

General Skills

- Exceptional attention to detail and accuracy
- Excellent planning, organizational, and time management skills
- Excellent interpersonal skills and oral and written communication
- Motivated interest in neurobiologically-focused psychiatric research
- Effective independent problem-solving skills and task prioritization
- Ability to work collaboratively within a team in a multiple-demand setting

Expected Start Date: June 2025

To apply, please send a cover letter and resume/CV to alexa.krugel@mssm.edu and jessica.qiu@mssm.edu