

**LIFESPAN  
POSITION DESCRIPTION**

---

**POSITION TITLE:** Research Assistant

**DATE:** 12/11/2024

**DEPARTMENT:** Research

**FLSA:** Exempt

**JOB CODE:**

**PREPARED BY:**

**AFFILIATE:** Bradley Hospital

**JOB FAMILY:** P

---

**Research Assistant**

**SUMMARY:**

The position is for a full-time Research Assistant (RA) in the **Department of Psychiatry and Human Behavior at Brown University, the COBRE Center for Sleep and Circadian Rhythms, and Child and Adolescent Mental Health (AMHC) at Bradley Hospital** (<https://bradleycobre.org/>). The RA will work with Jennifer Wolff's research team and the AMHC.

The Child and Adolescent Sleep and Mental Health COBRE Center is a research center that funds and supports research projects that study sleep and child and adolescent mental health. The RA will work in the Pediatric Biopsychology Core directed by Dr. Wolff and will support the setup and implementation of new pilot and fully funded junior research projects. The RA will also provide training and consultation for IRB procedures, data collection, and management, validated mental health and cognitive assessments, EMR data extraction and analyses, and biospecimen collection/storage/processing to new COBRE PIs.

In the AMHC, the RA will coordinate recruitment for multiple projects on mental health in youth.

This position is well-suited for an aspiring clinical psychology graduate student interested in child and adolescent mental health, as it will provide first-hand experience: 1) conducting recruitment and research with families who have been through a recent mental health crisis, 2) conducting clinical interviews, 3) IRB procedures and communication 4) assessing sleep and circadian timing in youth, 5) data management, preprocessing, and analysis. The RA will have access to the Adolescent Mental Health Collaborative training opportunities, which aims to improve youth mental health through coordinated research, treatment, and training: <https://sites.brown.edu/AMHC>.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Provide training and consultation for IRB procedures for researchers on the new COBRE pilot and fully funded junior research projects, data collection and management using validated mental health and cognitive assessments via REDCap, EMR data extraction and analyses, and biospecimen collection/storage/processing.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.*

2. Review medical charts and referrals and coordinate with clinicians to identify and recruit participants. Make recruitment phone calls and administer phone screen interviews to potential participants.
3. Keep a flexible schedule to accommodate the schedules of research participants and research facilities, including afternoons and occasional evenings/weekend availability.
4. Perform other lab management duties as assigned.
5. Observe all hospital policies, rules, and regulations.
6. Consistently apply the corporate values of respect, honesty, and fairness and the constant pursuit of excellence in improving the health status of the people of the region through the provision of customer-friendly, geographically accessible, and high-value services within the environment of a comprehensive, integrated academic health system.

**EDUCATIONAL/KNOWLEDGE REQUIREMENTS:**

1. Minimum bachelor's degree in psychology, neuroscience, sociology, or another related field.
2. A minimum of one year of experience in a research project or a related clinical setting is required (can be unpaid experience).
3. Experience with data capture systems (e.g., REDCap) or statistical software (e.g., SPSS, R) is strongly preferred.
4. Ability to interact skillfully with clinical populations (both adolescents and adults).
5. Must have excellent interpersonal and organizational skills, attention to detail, and ability to prioritize among multiple tasks.
6. Working knowledge of research methodology (e.g., ecological momentary assessment; neuroimaging) is preferred but not required.

If interested, please email your **C.V. and a cover letter describing the fit between this position and your background and goals** to [brownamhc@gmail.com](mailto:brownamhc@gmail.com). We are looking for a candidate to start ASAP if possible and can only onboard those who already have legal permission to work in the U.S. at this time.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.*