

Clinical Research Coordinator in the Regulation of Hormones, Chronobiology, Mood, and Sleep (RHYME) Research Center at Beth Israel Deaconess Medical Center

The CRC1 will support clinical research protocols in the Regulation of Hormones, Chronobiology, Mood, and Sleep (RHYME) Research Center at BIDMC, including studies on women's health and menopause, aging and cognition, stress, metabolism, and circadian rhythms (<https://research.bidmc.org/rhyme>). The CRC1 will be an instrumental part of a large collaborative team, learning how to conduct the day-to-day implementation of clinical research protocols, as well as how to contribute to data analyses, study start-up processes, regulatory management, and, possibly, assistance with abstract and manuscript preparation. Principal duties include:

Job Description:

Primary Responsibilities:

Managing the recruitment, screening, and enrollment of research participants

- **Conducting research visits with study participants and study clinicians**
- **Coordinating all logistics and paperwork required while participants are enrolled in protocols**
- **Administering assessments of psychological, sleep, and other symptoms**
- **Collecting and entering data into electronic databases**
- **Assisting with compliance with the IRB and other federal and institutional guidelines**
- **Assisting with literature reviews and reference management for grant submissions**
- **Assisting with data analysis and preparation for presentation, including creating data tables, graphs, and figures.**
- **Other tasks as necessary.**

Required Qualifications:

- Bachelor's degree required.
- 0-1 year of related work experience required.
- Medical terminology.
- Working knowledge of computer systems required, including web-based applications and some Microsoft Office applications, which may include Outlook, Word, Excel, PowerPoint or Access.

Competencies:

Decision Making: Ability to make decisions that are based on specific instructions, standard practices and established procedures which generally require little or no supervision.

Problem Solving: Ability to address problems that are routine, somewhat repetitive and generally solved by following clear directions and procedures and by identifying opportunities for process improvements.

Independence of Action: Ability to follow general instructions and procedures as provided. Work is monitored by supervisor/manager.

Written Communications: Ability to communicate clearly and effectively in written English with internal and external customers.

Oral Communications: Ability to comprehend and converse in English to communicate effectively with medical center staff, patients, families and external customers.

Knowledge: Ability to demonstrate full working knowledge of standard concepts, practices, procedures and policies with the ability to use them in varied situations.

Teamwork: Ability to work collaboratively in small teams to improve the operations of immediate work group by offering ideas, identifying issues, and respecting team members.

Customer Service: Ability to provide a high level of customer service to patients, visitors, staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

Physical Requirements:

Light work: Exerting up to 20 pounds of force frequently to move objects. Some elements of the job are sedentary, but the employee will be required to stand for periods of time or move throughout the hospital campus.

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