Role: Clinical Research Coordinator at MGH Center for School Behavioral Health

Job Summary

The Center for School Behavioral Health (CSBH) at Massachusetts General Hospital is transforming how schools support youth mental health by integrating prevention and early intervention directly into educational settings. Our mission is to: (1) foster collaborative partnerships across sectors; (2) build school capacity to support student behavioral health; (3) uplift innovative, research informed prevention and intervention models; and (4) translate research into sustainable, scalable practice and policy.

CSBH is hiring a Clinical Research Coordinator who will be working independently and under general supervision of the Center Program Director and/or the study Principal Investigator(s). Clinical Research Coordinators provides support for multi-year clinical research studies at CSBH. The coordinator's responsibilities at CSBH will include working both in the lab and at data collection sites outside of MGH. He/she/they will be responsible for patient scheduling and recruitment as well as all subject-oriented study procedures, such as administration of psychiatric scales, careful monitoring of adverse events, administrative duties related to the careful operation of study protocol, and database management and quality assurance.

Please visit the center website (www.mgh4schools.org/) for additional information about current projects. We like to place new hires on studies that most interest them, but staffing decisions may also be dependent on funding and center needs. We encourage and invite people from underrepresented backgrounds to apply.

Qualifications

Job Duties

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Assists with recruiting patients for clinical trials
- Obtains patient study data from medical records, physicians, etc.
- Conducts library searches
- Verifies accuracy of study forms
- Updates study forms per protocol
- Documents patient visits and procedures
- Assists with regulatory binders and QA/QC procedures
- Assists with interviewing study subjects
- Administers and scores questionnaires
- Provides basic explanation of study and in some cases obtains informed consent from subjects
- Performs study procedures, which may include phlebotomy
- Assists with study regulatory submissions
- Writes consent forms

- Verifies subject inclusion/exclusion criteria
- Performs administrative support duties as required

A Clinical Research Coordinator II performs the duties of a Clinical Research Coordinator I (above) and may also:

- Maintain research data, patient fields, regulatory binders and study databases
- Perform data analysis and QA/QC data checks
- Organize and interpret data
- Develop and implement recruitment strategies
- Act as a study resource for patient and family
- Monitor and evaluation lab and procedure data
- Evaluate study questionnaires
- Contribute to protocol recommendations
- Assist with preparation of annual review

Skills Required

- Interest in working with youth and their families
- Careful attention to details
- Good organizational skills
- Ability to follow directions
- Good communication skills
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

The Clinical Research Coordinator II should also possess:

- 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/Requirements

- Bachelor's degree required.
- New graduates with some relevant course/project work or those without any prior research experience will be considered for the Clinical Research Coordinator I position outlined above. Those with a minimum of 1-2 years of directly related work experience will be considered for a Clinical Research Coordinator II position.
- Bilingual applicants preferred but not required.

Additional Job Details

- Remote Type: Onsite
- Work Location: 125 Nashua Street, Boston, MA
- Scheduled Weekly Hour: 40
- Pay Range: $21.16 to $29.01/Hourly

Students are welcome to submit their application through the MGH Hiring portal, applying on our website, or by email directly at ndetore@mgh.harvard.edu and including a cover letter and resume.