Clinical Research Coordinator in the MGH Frontotemporal Disorders Unit

Mass General Brigham relies on a wide range of professionals, including doctors, nurses, business people, tech experts, researchers, and systems analysts to advance our mission. As a not-for-profit, we support patient care, research, teaching, and community service, striving to provide exceptional care. We believe that high-performing teams drive groundbreaking medical discoveries and invite all applicants to join us and experience what it means to be part of Mass General Brigham.

The MGH Frontotemporal Disorders Unit and Dickerson Neuroimaging Lab at the Martinos Center for Biomedical Imaging is seeking a college graduate for a full-time Clinical Research Coordinator (CRC) position investigating the neurobiological basis of cognitive systems in both healthy individuals and those with neurodegenerative diseases. This is an excellent opportunity for someone interested in pursuing graduate school in clinical psychology, cognitive neuroscience, or medicine.

The ideal candidate must be self-motivated, mature, and responsible with excellent organizational, as well as oral and written communication skills. You must be able to work independently in a dynamic environment, juggle and prioritize multiple tasks, feel comfortable working with clinical and non-clinical study populations, and seek assistance when appropriate.

Job Summary
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Following established policies, procedures, and study protocols, provides assistance on clinical research studies, including recruiting, evaluating, and consenting patients for studies; collecting and organizing patient data; scheduling patients for study visits; performing clinical tests such as phlebotomy, EKGs, etc.; and maintaining and updating data generated by the study.

Candidates who are in the process of completing their bachelor's degree have a six-month grace period from their hire date (up to one year if starting on a per diem basis) to provide degree equivalency verification.

Does this position require Patient Care? No

Essential Functions
-Reviews proposals for compliance with sponsor and organizational guidelines; verifies that all sponsor requirements are met.
-Recruiting patients for clinical trials and conducting phone interviews.
-Verifies the accuracy of study forms and updates them per protocol.

-Prepares data for analysis and data entry.
-Documents patient visits and procedures.
-Assists with regulatory binders and QA/QC Procedures.
-Assists with interviewing study subjects.
-Assists with study regulator submissions.

Qualifications

Education
Bachelor's Degree Related Field of Study required.

Can this role accept experience in lieu of a degree? Yes.

Experience
Some relevant research project work 0-1 year preferred.

Knowledge, Skills and Abilities
- Careful attention to detail and good organizational skills.
- Ability to follow directions.
- Good interpersonal and communication skills.
- Computer literacy.
- Working knowledge of clinical research protocols.
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs.

Apply here!