

## **Clinical Research Coordinator at the University of Michigan**

### **Job Summary**

The Heinz C. Prechter Bipolar Research Program, located within the Department of Psychiatry, is a nationally recognized leader in advancing research for individuals living with bipolar disorder. Our work focuses on better understanding the condition, identifying factors that influence outcomes, and developing more effective, personalized treatments.

Through our flagship Prechter Longitudinal Study of Bipolar Disorder, we build long-term partnerships with participants to better understand how bipolar disorder unfolds over time. Combining clinical information, treatment experiences, overall health data, and genetic insights, the study helps identify patterns in the course of illness. In addition to this longitudinal study, the program conducts a variety of other research projects aimed at improving outcomes for individuals living with bipolar disorder.

This position will primarily support the PRIORI Ambient study, an innovative study conducted in partnership with the College of Engineering and funded through the National Institutes of Health (NIH). PRIORI Ambient uses a smartphone app to collect short voice samples during the day. The app looks for patterns in speech that may reflect changes in mood and energy levels in people living with bipolar disorder. By combining these speech patterns with participant feedback and clinical information, the study aims to better understand mood changes and create practical tools that help individuals monitor and manage their mental health.

### **Mission Statement**

Michigan Medicine improves the health of patients, populations and communities through excellence in education, patient care, community service, research and technology development, and through leadership activities in Michigan, nationally and internationally. Our mission is guided by our Strategic Principles and has three critical components; patient care, education and research that together enhance our contribution to society.

### **Why Join Michigan Medicine?**

Michigan Medicine is one of the largest health care complexes in the world and has been the site of many groundbreaking medical and technological advancements since the opening of the U-M Medical School in 1850. Michigan Medicine is comprised of over 30,000 employees and our vision is to attract, inspire, and develop outstanding people in medicine, sciences, and healthcare to become one of the world's most distinguished academic health systems. In some way, great or small, every person here helps to advance this world-class institution. Work at Michigan Medicine and become a victor for the greater good.

### **What Benefits can you Look Forward to?**

- Excellent medical, dental and vision coverage effective on your very first day
- 2:1 Match on retirement savings

### **Responsibilities\***

Characteristic Duties and Responsibilities:

Knowledge of all 8 competency domains is expected:

1. Scientific Concepts and Research Design
1. Ethical Participant Safety Considerations
1. Investigational Products Development and Regulation
1. Clinical Study Operations (GCP's)
1. Study and Site Management
1. Data Management and Informatics
1. Leadership and Professionalism
1. Communication and Teamwork

Position Specific Responsibilities will Include :

With guidance from Drs. Sperry and McInnis and research personnel, the CRC Assistant will handle organizational and administrative details of assigned projects, including but not limited to:

- Coordinate study visits and support activities for the PRIORI Ambient Study and related research projects.
- Assist with recruitment by identifying and enrolling participants from the Prechter Longitudinal Study of Bipolar Disorder and other sources, such as UM health research (UMHR)
- Conduct screenings, obtain informed consent, and schedule eligible participants in accordance with the study protocol.
- Complete weekly mood assessments with assigned participants
- Assist with collection and analysis of multimodal digital data (e.g., EMA, ambient voice, mobile sensing, wearable and smart device data)
- Maintain ongoing communication with participants to foster strong, short-term relationships and support retention efforts.
- Collect, enter, and maintain research data with accuracy and attention to detail.
- Create, organize, and maintain study materials, including Standard Operating Procedures (SOPs) and recruitment materials.
- Assist in preparing IRB applications, progress reports, and other regulatory or summary documents; ensure compliance with institutional and federal guidelines.
- Collaborate closely with a multidisciplinary team of clinicians, researchers, engineers, and data team members.

- Contribute to team meetings, progress reports, and other research-related documentation.
- Help with troubleshooting and resolving participant-facing technology issues, including concerns related to survey distribution, study smartphones, and the PRIORI app.

### **Required Qualifications\***

- High school diploma or GED \* [Note that we do require a bachelor's degree in a relevant field but use this so that applications don't get held up until after graduation.](#)
- Ability to work on research studies with complex protocols.
- Strong interpersonal and communication skills, with the ability to work effectively with individuals living with bipolar disorder.
- Demonstrated ability to manage multiple tasks, prioritize responsibilities, and maintain attention to detail.
- Familiarity with research ethics, informed consent procedures, and IRB processes.
- Ability to work both independently and collaboratively within a multidisciplinary research team.

### **Desired Qualifications\***

- Bachelor's Degree in Health Science or an equivalent combination of related education and experience.
- 1-3 years of experience working in human subject's research, clinical research, or a mental health setting.
- Demonstrated experience working with individuals presenting with severe and complex psychopathology
- Experience conducting structured or semi-structured interviews and administering standardized assessments.
- Proficiency with data entry and management systems (e.g., REDCap)
- Experience with R/RStudio or other coding software (e.g., Python)
- Experience troubleshooting basic technology issues, including smartphones and app-based platforms.
- Previous involvement in longitudinal studies or mood disorder research.
- Experience creating study materials such as SOPs, recruitment materials, or training guides.
- Interest or proficiency in digital phenotyping methods (e.g., mobile sensing, EMA, wearable data).

### **Work Schedule**

This is full time, Monday through Friday 9:00am-5:00pm position.

### **Work Locations**

This is a hybrid position and is located at one of Michigan Medicine off campus locations. This position will require in person, onsite work .

### **Modes of Work**

Positions that are eligible for hybrid or mobile/remote work mode are at the discretion of the hiring department. Work agreements are reviewed annually at a minimum and are subject to change at any time, and for any reason, throughout the course of employment. Learn more about the [work modes](#).

### **Background Screening**

Michigan Medicine conducts background screening and pre-employment drug testing on job candidates upon acceptance of a contingent job offer and may use a third-party administrator to conduct background screenings. Background screenings are performed in compliance with the Fair Credit Report Act. Pre-employment drug testing applies to all selected candidates, including new or additional faculty and staff appointments, as well as transfers from other U-M campuses.

In addition to the screenings indicated above under Michigan law, a criminal history check including fingerprinting is required as a condition of transfer or employment for this position.

### **Application Deadline**

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

### **E-Verify**

The University of Michigan participates with the federal EVerify system. Individuals hired into positions that are funded by a federal contract with the FAR EVerify clause must have their identity and work eligibility confirmed by the EVerify system. This position is identified as a position that may include the EVerify requirement.

### **U-M EEO Statement**

The University of Michigan is an equal employment opportunity employer.

[Apply here!](#)