

Clinical Research Coordinator I (CRCI) / 40 hours / day / BWH Psychiatry - (3189152)

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Women's Hormones and Aging Research Program (WHARP) is a clinical and translational research program within the Department of Psychiatry at Brigham and Women's Hospital (BWH). Our program conducts a series of studies focused on the hormonal and neural basis of depression, sleep disturbance, stress, hot flashes, and metabolism. Our clinical protocols utilize a variety of designs and procedures, including both randomized trials and observational studies, overnight study visits on a sleep monitoring research unit, blinded medication/placebo administration, MRI scanning, biosample assays, and psychological testing and assessments. More information can be found on the WHARP website, www.brighamwharp.org.

The research program comprises the Principal Investigator, clinical research psychiatrists and psychologists, sleep and endocrine researchers, a Director of Research Program Management, Research Coordinators, and volunteer Trainees. The Research Coordinator will be an instrumental part of the team, learning 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. They will work closely with the rest of the WHARP team under the guidance of the Director of Research Program Management and the Principal Investigator.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The CRC1 is primarily responsible for the following activities:

- Being the primary coordinator on one large, multi-year clinical trial.
- Scheduling study visits, coordinating logistics, and engaging frequently with research participants
- Conducting in-person and virtual study visits with participants, study clinicians, and other hospital staff
- Assisting with several regulatory tasks throughout the trial, including adverse event and other safety event recording, coordinating safety management meetings, assisting with periodic reports to funding agencies and Sponsors, and managing day-to-day regulatory tasks and documentation
- Administering assessments of psychological, sleep, and other symptoms
- Collecting and entering data into electronic databases

Other tasks may include:

- Supporting other protocols in our research program and providing coverage for other CRCs
- Setting up, downloading, and analyzing symptom monitoring equipment
- Managing the recruitment, screening, and enrollment of research participants
- Assisting with literature reviews and reference management for grant and manuscript submissions
- Assisting with ordering research supplies and paying invoices
- Rotating responsibility with other CRCs to lead weekly lab meetings

- Assisting with data analysis and preparation for presentation, including creating data tables, graphs, and figures
- Other tasks as necessary

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Meticulous attention to detail
- Strong organizational & communication skills
- Professional writing skills
- Demonstrated leadership and passion for being pro-active in getting tasks completed
- Strong critical thinking & problem-solving skills
- Computer and technological literacy
- Working knowledge of literature searches & using reference management software
- Knowledge of clinical/psychological research and Good Clinical Practice
- Ability to work both independently and as a member of a close-knit team

EDUCATION:

- Bachelor's degree is required.

EXPERIENCE:

Required:

- Experience with PowerPoint and Excel.
- Experience with data collection, preferably in clinical setting.
- Interest in pursuing a career in medicine, clinical psychology, human subjects research, and/or women's health

Preferred:

- Prior experience working or volunteering in a large, academic research center.
- Experience with clinical/psychological research and electronic data management software (e.g. REDCap).
- Graphic design, print, or digital layout skills (e.g. creating Powerpoint slides and brochures, updating websites in Wordpress)
- Interest in 2-year commitment

Please provide a cover letter addressing your interest in this specific position and your future goals along with your resume in your application.

Note that this position is currently hybrid on/off-site due to COVID. There is an option to work up to 40% (2 days/week) from home assuming at-home work expectations are met, but on-site work may be required up to 100% in the future.

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.

EEO Statement

Brigham and Women's Hospital is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

To Apply: Send a resume and cover letter to aroy19@bwh.harvard.edu and submit an application here:

https://partners.taleo.net/careersection/ex/jobdetail.ftl?job=3189152&tz=GMT-05%3A00&tzname=America%2FNew_York

Primary Location

MA-Boston-BWH Boston Main Campus

Work Locations

BWH Boston Main Campus

75 Francis St

Boston 02115

Job

Clinical

Organization

Brigham & Women's Hospital(BWH)

Schedule

Full-time

Standard Hours 40

Shift

Day Job

Posted Shift Description standard hours with occasional evening or weekend shifts for study visits

Employee Status

Regular

Recruiting Department BWH Psychiatry

Job Posting

Mar 7, 2022