We are hoping to hire a Clinical Research Coordinator/Research Assistant for an imaging and clinical study at Massachusetts General Hospital, Harvard Medical School. The description of the study and the position are below as well as a direct link to apply. We are hoping to fill the role in Jan.

JOB DESCRIPTION:

A full-time Research Coordinator position is available in the Emotion and Social Neuroscience Lab (ESN) directed by Dr. Daphne Holt at the Martinos Center for Biomedical Imaging and the MGH Psychiatry Department. The ESN program focuses on applying the techniques of cognitive neuroscience and neuroimaging to increase our understanding of the mechanisms underlying serious mental illnesses. This Clinical Research Coordinator will be responsible for the day-to-day coordination of an imaging research study examining the neuromechanisms underlying loneliness in those with a severe mental illness.

They will be responsible for acquiring and analyzing research data (behavioral, physiological, and fMRI), as well as IRB submissions, recruiting and characterizing eligible subjects, administering and scoring interviews/ questionnaires, maintaining regulatory and source documentation, timely data entry and quality assurance. The CRC will report directly to both Dr. Nicole DeTore and Dr. Daphne Holt and will also work closely with other members of the research team, including faculty investigators, research fellows, clinicians, other research coordinators and student interns.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Participant recruitment: identify and compile lists of potential research subjects in accordance with study objectives and parameters; contact potential subjects to introduce and explain study objectives and protocol; develop and implement diverse recruitment strategies; conduct, record, and evaluate face-to-face and/or telephone interviews with potential subjects
- Manage the day-to-day operation of clinical research studies, from IRB submissions, recruitment, scheduling research visits, conducting assessments and interviews, collecting data, data entry, subject reminder calls, remuneration and follow-up as necessary
- Administer and score cognitive tests, diagnostic and symptom assessments, clinical rating scales, and self-report measures
- Maintain Clinical Research Folders and Master Binders in accordance with IRB and HIPAA guidelines
- Schedule and conduct behavioral and MRI data collection procedures as needed
- Coordinate with other study site (Boston University) to enable smooth collection of data and follow-up of longitudinal visits.
- Perform quality assurance of all collected data to ensure completeness and accuracy of information; follows up with subjects to resolve problems, address queries or clarify data collected
- Timely, accurate data entry
- Perform miscellaneous job-related duties as assigned, such as literature searches, equipment inventory, and purchasing
- Contribute to database development and maintenance

- Prepare submissions to the IRB, including initial applications, continuing reviews, amendments and adverse events
- Maintain accurate study records and regulatory documentation, including source documents, case report forms, study logs, IRB correspondence, adverse event reports, progress reports and any other documentation that may be required to meet local or federal regulations
- Track and order study equipment, supplies, and materials
- Assist with the analysis of clinical, cognitive/behavioral and imaging data as needed
- Prepare presentations of data and study findings for lab meetings, posters, grant submissions and publications

EDUCATION:

- Undergraduate degree in Neuroscience, Psychology, Cognitive Neuroscience, Biomedical Engineering, Computer Science or related fields.

COMPETENCIES:

- 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.

The candidate must be well-organized, self-motivated, and attentive to detail. They must be able to multi-task, problem-solve, and manage time/work-load with minimal supervision. Superior communication skills are needed to effectively interact with a multidisciplinary team and research participants. They must have a prior working knowledge of research protocols, some experience conducting clinical research and excellent computer and quantitative skills (see below). Candidates must also have the ability to maintain a high level of professionalism and maturity, particularly with respect to maintaining confidentiality, safety and comfort of all research participants throughout all research procedures.

Candidates must be proficient in the use of administrative software (Excel, Word, Access, PowerPoint), data analysis software (SPSS), electronic data capture systems (EDC). Also some knowledge of FreeSurfer, MATLAB or UNIX and previous experience with neuroimaging or similar types of data is preferred but not required.

SUPERVISORY RESPONSIBILITY (if applicable):

A Clinical Research Coordinator I does not have any supervisory responsibility.

A Clinical Research Coordinator II may assist with the training and orientation of new staff members.

https://partners.taleo.net/careersection/ghc/jobdetail.ftl?job=3176312&tz=GMT-05%3A00&tzname=America%2FNew_York

Thanks so much!
Nicole

Nicole DeTore, PhD
Instructor, Harvard Medical School
Resilience and Prevention Program
Schizophrenia Clinical and Research Program
Massachusetts General Hospital
149 13th Street
Charlestown, MA, 02129
617-726-2065
ndetore@mgh.harvard.edu
www.resilienceandprevention.com