

Seaver Autism Center Research Coordinator Job Description / Primary PI: Foss-Feig

We are hiring for a research coordinator position, beginning Summer 2022, to assist with neuroimaging and EEG studies in children and adults with autism spectrum disorder (ASD). This position is ideal for graduating seniors with intent to go on to graduate and/or medical school and a research career.

The research coordinator's primary responsibilities will include:

- Subject recruitment, screening, and scheduling for children, adolescents and adults with autism spectrum disorder and other disorders, as well as typically developing controls
- Acquiring brain imaging (EEG, MRI) and eye-tracking data in ASD and control populations, including both operating hardware and software and managing participant behavior and comfort to optimize data quality during sessions
- Testing participants with standardized behavioral assessments (e.g., neuropsychological testing, psychiatric interviews, self-report and caregiver questionnaires)
- Developing and piloting experimental stimuli and program code
- Developing behavioral and desensitization protocols to assist lower functioning and younger children with completion of experimental procedures
- Managing and analyzing behavioral and neuroimaging datasets
- Preparing and maintaining IRB protocols
- Collaborating with other research coordinators and investigators at the Seaver Center and within the broader Mount Sinai community to engage families in multiple studies and creating an organized participant flow and coordinated research experience
- Recruiting and supervising undergraduate interns in assisting with data management
- Assisting with grant preparation and submissions

Additional opportunities in which the research coordinator will be expected to participate:

- Seaver Seminar Series and events
- Grand Rounds and other community lectures
- Observations of clinical assessments by psychiatrists and psychologists, including standardized autism assessments, psychiatric interviews, and medical histories
- Conference abstract submissions and presentations
- Secondary analysis of existing EEG, fMRI, and behavioral data sets for publication
- Manuscript preparation and submission

Interested applicants should possess a Bachelor's degree; have a strong background in psychology, neuroscience, biological sciences, and/or engineering; have a strong interest in research; have experience working with developmentally disabled children and adults; have background in statistics and/or programming; be highly familiar and comfortable with widely available computer programs; be interested in learning about etiology and treatment of psychiatric and neurodevelopmental disorders; be able and willing to work with individuals with neurodevelopmental disorders and their families in a professional and compassionate manner; be willing to make a two year commitment.

To apply, please submit: 1) CV/resume; 2) cover letter; 3) undergraduate transcript; 4) writing sample; 5) 2-3 letters of recommendation to sarah.barkley@mssm.edu. Applications are accepted on a rolling basis until this position is filled.