

Human Subjects Research Coordinator at the University of Rochester

The Active Perception Lab and the **Vision & Psychosis Lab** at the University of Rochester is searching for a full-time Human Subjects Research Coordinator who will contribute to a federally funded investigation of fine-scale eye movement differences in psychosis. Activities include: (a) administering or assisting with clinical assessments (SCID/PANSS) to diagnose participants and to assess symptom severity; (b) assisting with recruiting participants and scheduling appointments; (c) attending weekly lab meetings of Professors Martina Poletti and Brian Keane; (d) maintaining and updating study databases (i.e., REDCap); (e) preparing materials for IRB review; (f) delegating responsibilities to other lab members; (g) preparing written scientific results for publication and conference presentation; and (h) assisting with administrative/ clerical duties as needed. This position can be viewed as a stepping-stone toward graduate or professional school and we make every effort to get our lab members actively involved in ongoing research projects.

For more details, please see the lab websites of the Principal Investigators:

Brian Keane (<https://www.urmc.rochester.edu/labs/keane.aspx>)

Martina Poletti (<https://aplab.bcs.rochester.edu/>)

Essential Duties

- 30% Clinical and ocular assessment
 - Runs or assists with diagnostic, neuropsychological, and symptom-based assessments including the PANSS and SCID (training will be provided when appropriate).
 - Conducts ocular pathology screening using optical coherence tomography, tonometer, and other ophthalmologic instruments (we will provide training).
 - Implements or assists with protocols for oculomotor testing including use of a dual Purkinje eye tracker and Badal optometer.
- 30% Project Management
 - Conducts all study-related IRB correspondence, including: creating initial submissions, protocol amendments and exceptions; drafting protocols, consent forms, and recruitment materials; reporting protocol deviations and adverse events; and submitting annual continuing reviews of active and inactive studies.
 - Collaborates with Professors Keane and Poletti to ensure regulatory and other documents (e.g., NIH progress reports) are complete and on time.
 - Complete regular subject chart reviews.
- 30% Participant recruitment
 - Conducts face-to-face recruitment efforts in local clinics serving people with serious mental illness and at psychiatric residential settings.
 - Assists with recruitment using online resources (social media, Craigslist, etc)
- 5% Data Management
 - Ensures the integrity and security of all paper and electronic study data.
 - Oversee data entry and supervise other study staff in using REDCap databases.
- 5% Reporting and dissemination
 - Assist in the writing and editing of presentations and publications of study findings.

Requirements & Preferences

Candidate will subscribe to the University's goal of creating a culturally competent environment by treating research subjects and co-workers in a sensitive and caring manner. The Research Assistant must complete the Human Subjects Protection Program (HSPP) and NIH's Good Clinical Practice training.

The successful candidate will have at least a bachelor's degree in psychology, neuroscience, or a related discipline by the first day of work. Experience in vision research and oculomotor control is a plus but not required. Candidates with at least one 1 year of experience in human subject research coordination, or an equivalent combination of education and experience are strongly preferred. We also strongly prefer candidates who have a car, a valid driver license, and who can commit to two years of service. The ideal candidate will have strong organizational and interpersonal skills. Experience or strong interest in administering clinical instruments such as the SCID and PANSS is advantageous but not required.

The start date is flexible, but August is preferred. Applicants are asked to include a CV, cover letter, and a list of three referees (within the cover letter itself). University of Rochester and local Rochester applicants should apply directly to job id: 242211 via HRMS. External applicants should submit their applications to Michele Schultz (mschultz@ur.rochester.edu). Applicants from diverse backgrounds are especially encouraged to apply. Informal inquiries regarding the position are welcome and may be directed to Professors Martina Poletti or Brian Keane.

The University of Rochester is an equal opportunity employer.