

**NYU Langone Health**  
**Department of Psychiatry**  
**Anxiety, Stress, and Prolonged Grief Program**  
**Research Data Associate**

The **Research Data Associate** will work as part of a multidisciplinary team within the Anxiety, Stress, and Prolonged Grief Program (ASPGP) at the Department of Psychiatry, NYU Langone Health. The Research Data Associate will provide support for the coordination of studies focusing on the phenomenology, biology, and treatment of anxiety, PTSD, and grief-related disorders under the direct supervision Dr. Naomi Simon. The overarching role for the Research Data Associate is to provide assistance in recruitment of research participants, data entry and analyses, and other support duties in compliance with Good Clinical Practice, HIPAA, and required obligations to participants, the PI, research team, and the sponsor.

**Responsibilities:**

- Provides support for federally-sponsored and privately-funded research on the etiology and treatment of traumatic stress disorders, anxiety, and prolonged grief, including oversight of research data, organization of regulatory binders and study folders, and management of study databases
- Interfaces with the Principal Investigator and Institutional Review Board. Prepares and modifies ethics committee proposals for PI review and approval and communicates with the IRB regarding ongoing studies
- Assists with the design and posting of social media ads to recruit specific populations for research studies
- Performs data entry, cleaning, and analysis
- Conducts literature reviews for grant submissions and ongoing research work at the program under the direction of the Principal Investigator
- Assists in dissemination efforts on finding of research studies, including preparation of posters, presentations, and manuscripts
- Conducts phone interviews to assess fit with study inclusion/exclusion criteria and match participants to studies for initial screening visit
- Provides referrals for patients who do not qualify for current research studies
- Log patient visits, update and maintain patient charts in EPIC, and coordinates visit schedules
- Will receive training to assist in conducting fear conditioning and extinction experiments using psychophysiological and functional MRI tools to collect data
- Maintains study databases and conducts backup of neuroimaging data
- Conducts basic analyses on the data

**Qualifications:**

- Associate's degree plus one year-related experience or equivalent combination of education and experience. Bachelor's degree graduate in Psychology, Biology, Neuroscience or related field preferred.
- Computer literate with good interpersonal, writing and verbal communication skills
- Attentive to detail and flexible in fast-paced work environment
- Exceptional organizational and time-management skills
- *Prior experience working in research laboratory or related clinical setting preferred*
- *Prior experience working with neuroimaging preferred*
- *Experience with data management preferred*

People can apply by emailing [emma.jennings@nyulangone.org](mailto:emma.jennings@nyulangone.org) with a CV, cover letter, and transcript. If you have questions regarding the position, feel free to contact [emma.jennings@nyulangone.org](mailto:emma.jennings@nyulangone.org).