



MASSACHUSETTS GENERAL HOSPITAL

Dauten Family Center

for Bipolar Treatment Innovation

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Clinical Research Coordinator Position

The Massachusetts General Hospital Dauten Family Center for Bipolar Treatment Innovation is seeking applicants for a Clinical Research Coordinator (CRC) position. The aim of the program is to evaluate psychiatric and psychosocial treatments for bipolar disorder, to learn more about the causes and general course of this disorder, and to investigate the pathophysiology of the condition with neuroimaging and other biological markers. Our program participates in large-scale, multi-site, NIMH, industry, and privately-sponsored initiatives.

The CRC will manage and conduct a full range of research and clinical activities within the program. The CRC will assist in conducting clinical studies with the clinical and research staff. Responsibilities include structured patient interviews, patient recruitment, data collection and management, grant preparation, Institutional Review Board correspondence, phlebotomy (drawing blood), as well as other key administrative tasks. The CRC will also be offered the opportunity to assist with data analysis, neuroimaging (MRI), and preparation of poster presentations, symposiums, and manuscripts. The CRC will also answer triage phone calls, conduct phone screens, participate in case reviews to determine patient's eligibility and make referrals. A key component of the position includes assisting in grant proposals for future clinical trials. The CRC will liaise with Research Management at Massachusetts General Hospital, the funding agency, as well as help prepare aspects of the proposal, such as the budget.

The primary research projects the CRC will work on may include, but are not limited to psychosocial interventions (e.g., mindfulness-based, cognitive behavioral, lifestyle changes), medication-based trials (e.g., new medications, dose-response, examination of side effects), and online and mobile phone based studies.

A Bachelor of Science or Bachelor of Arts is required. A strong background in psychology, biology, and/or health sciences is preferred. Prior research, statistical, and/or clinical experience is strongly recommended. The CRC will collaborate with other members of the research team, faculty and staff of the Dauten Center, but will also be expected to take initiative and work well independently. Excellent attention to detail, organization, strong interpersonal skills, great writing skills and being able to manage multiple tasks simultaneously is a must. Candidates should have knowledge of basic statistical methods. Due to the deadline-sensitive nature of many projects, the pace of work may be demanding at times and requires prioritization.

This position provides valuable experience for candidates interested in applying to graduate schools in clinical psychology or medical school. This is a paid full-time position (40 hours per week); **a two-year commitment is required.**

Applications are being accepted for a position starting in June 2022. To learn more about our program and to read more about the ongoing studies at the Dauten Center, please visit us online at www.dautenbipolarcenter.org.

The first application review date for this position is January 10, 2022. Applications may still be considered if submitted after this date.

To apply for this position, please first submit an online application through the official MGH job portal. **To do so, search for job number 3180647 at <https://www.massgeneral.org/careers/>.**