

## **Research Program Coordinator I - Psychiatry: Addiction Sciences Division**

### Job Description Summary

The candidate will work with Drs. Tanya Saraiya and Amber Jarnecke as a Program Coordinator on federally funded research studies focused on trauma and addiction. The candidate will be responsible for executing all tasks associated with the research study protocols. Specific tasks may include: overseeing study participant recruitment; data collection and management, including conducting clinical interview assessments and biospecimen samples; data quality control and data audits; purchasing study supplies and managing supply inventory; assuring regulatory compliance; building and maintaining study databases. The candidate will work with adult participants, healthcare providers, community research partners, and academic colleagues at MUSC and many other institutions.

The candidate will have exceptional organizational, management and interpersonal skills and be able to manage tasks across two ongoing studies. Finally, the candidate must have exceptional interpersonal skills and be able to work collaboratively with research staff, remote site staff, healthcare providers, administrative staff, study subjects, and community research partners.

Drs. Saraiya and Jarnecke are longstanding colleagues with experience in mentoring and supporting individuals seeking graduate school or higher education. Mentorship will be provided as needed. Further, Drs. Saraiya and Jarnecke have experience mentoring underrepresented or minoritized individuals, and such individuals are encouraged to apply.

### Entity

Medical University of South Carolina (MUSC - Univ)

Hourly

Pay Grade

University-05

Pay Range

38,985.00 - 55,559.50 - 72,134.000

Scheduled Weekly Hours: 40

FLSA: Hourly

Work Schedule: Monday - Friday, 8:30AM - 5:00PM; on campus with possibility of hybrid schedule after 2 month training period (2-3 days per week with prior approval).

### Job Duties:

35% - Data collection with research participants:

- Must be familiar with research study protocols;
- Conducts clinical assessments, collection of self-report surveys, biospecimens, neuropsychological testing, mobile activity monitoring, and careful assessments of environment, psychopathological symptoms, substance use, and social functioning with participants in-person, via remote video conference, and via phone;

- Sends reminders to participants for data collection and study appointments;
- Assists participants in navigating and problem solving the use of technology for data collection purposes;
- Understands emergency procedures.

30% - Performs various lab support tasks to ensure compliance and lab organization:

- Processes and prepares materials for each participant;
- Performs data entry and maintains data files on research;
- Manages and cleans study databases;
- Conducts data quality assurance tasks;
- Ensures regulatory compliance;
- Manages study supply inventory;
- Leads team meetings and provides updates on assigned tasks.

25% - Acts as a research representative of the research studies:

- Manages recruitment platforms;
- Conducts screenings of potential participants by phone, online, or in person;
- Describes study procedures, goals, assessment tasks, confidentiality limitations and potential risks thoroughly to participants;
- Answers participant questions;
- Obtains informed consent from participants;
- De-briefs participants at the end of the visit;
- Maintains required documentation and record keeping.

10% - Schedules and communicates with research participants:

- Including on-site visits, video conferencing assessments, and phone interviews;
- Utilizes multiple calendars for scheduling;
- Answers questions that come through studies' phone and email systems;
- Reminds participants of their upcoming appointments;
- Refers participants to resources available in community and social services.

**Preferred Training and Experience:** A bachelor's degree in psychology, Psychological & Brain Sciences, Neuroscience, or a related field is preferred. Prior research experience in a lab, knowledge of REDCap data entry, IRB management, clinical trials.gov reporting, interviewing research participants, conducting structured clinical interviews, neuropsychological tests and collecting biospecimens –not required but valued. Commitment to diversity, equity, and inclusion. Experience working with adults with mental health conditions. Excellent verbal communication and problem-solving skills. Attention to detail and the ability to work independently and assure accuracy.

#### Additional Job Description

**Minimum Requirements:** A bachelor's degree and one year of relevant program experience.

**Physical Requirements:** (Note: The following descriptions are applicable to this section:

Continuous - 6-8 hours per shift; Frequent - 2-6 hours per shift; Infrequent - 0-2 hours per

shift) Ability to perform job functions in an upright position. (Frequent) Ability to perform job functions in a seated position. (Frequent) Ability to perform job functions while walking/mobile. (Frequent) Ability to work indoors. (Continuous) Ability to work outdoors in all weather and temperature extremes. (Infrequent) Ability to work in confined/cramped spaces. (Infrequent) Ability to perform job functions from kneeling positions. (Infrequent) Ability to squat and perform job functions. (Infrequent) Ability to perform 'pinching' operations. (Infrequent) Ability to fully use both hands/arms. (Frequent) Ability to perform repetitive motions with hands/wrists/elbows and shoulders. (Frequent) Ability to reach in all directions. (Frequent) Possess good finger dexterity. (Continuous) Ability to maintain tactile sensory functions. (Continuous) Ability to lift and carry 15 lbs., unassisted. (Infrequent) Ability to lower objects, up to 15 lbs., from height of 36 inches to floor level, unassisted. (Infrequent) Ability to push/pull objects, up to 15 lbs., unassisted. (Infrequent) Ability to maintain 20/40 vision, corrected, in one eye or with both eyes. (Continuous) Ability to see and recognize objects close at hand. (Frequent) Ability to see and recognize objects at a distance. (Frequent) Ability to determine distance/relationship between objects; depth perception. (Frequent) Good peripheral vision capabilities. (Continuous) Ability to maintain hearing acuity, with correction. (Continuous) Ability to perform gross motor functions with frequent fine motor movements. (Frequent)

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Medical University of South Carolina participates in the federal E-Verify program to confirm the identity and employment authorization of all newly hired employees. For further information about the E-Verify program, please click here: <http://www.uscis.gov/e-verify/employees>

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