

We are recruiting a **Program Coordinator** for the recently launched **Suicide Prevention Initiative at the University of Notre Dame**. The Initiative seeks to reduce the burden of self-harm and suicide at local, state, and national levels through cutting-edge research and clinical services provided to children, adolescents, and adults. This is an exciting opportunity to gain experience in an essential, expanding area of mental health services. The Program Coordinator will be an integral member of the Initiative team, working closely with research staff, doctoral-level therapists, faculty, and graduate students in the University of Notre Dame Clinical Psychology Program. There may also be opportunities for research involvement, making this a position well-suited for individuals interested in advancing their careers. South Bend is a burgeoning community that is two hours to Chicago by train and less by car. Position details follow.

**Job Description:** The Program Coordinator is responsible for day-to-day operations of the Notre Dame Suicide Prevention Initiative. This includes patient, co-director, and therapist scheduling; coordination of staff; communications with stakeholders and onsite and offsite collaborators; patient and participant recruitment; collection and processing data; internal grants management (compiling resources, conducting literature searches, communicating with College grants staff). The Program Coordinator is responsible for training, coordinating, and supervising undergraduate RAs; and helping graduate students with their research needs. This is a two-year position with potential for renewal.

**Minimum Qualifications:** Bachelor's degree in Psychology, Education, Neuroscience, or related field. Minimum of one year experience, which can be in an educational setting. Excellent organizational and interpersonal skills; experience with word processing and spreadsheets.

**Posting Detail Information:** The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff, and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

Further details can be found at <https://jobs.nd.edu/postings/21459>. External applicants should send a cover letter, resume, and names of three people who can provide references upon request to Ted Beauchaine (tbeauch@nd.edu), Director of Child and Adolescent Services, or Brooke Ammerman (bammerm1@nd.edu), Director of Adult Services.

Theodore P. Beauchaine, Ph.D.

William K. Warren Foundation Professor of Psychology

President-elect, [International Society for Research in Child & Adolescent Psychopathology](#)

Co-director, Suicide Prevention Initiative—Research, Intervention, & Training (SPIRIT)

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