Project Coordinator - Brown University Health

Summary

Brown University Health is seeking a full-time Project Coordinator to support the Adolescent Mental Health Collaborative (AMHC) and the COBRE Center for Sleep and Circadian Rhythms in Child and Adolescent Mental Health, working with Drs. Jennifer Wolff, Anastacia Kudinova, and Elizabeth Thompson.

The Project Coordinator will coordinate recruitment and clinical research operations across treatment studies for youth with serious mental illness and those at risk for suicide, including youth receiving inpatient and partial hospitalization services. Responsibilities include collaborating with clinical teams, engaging youth and families, monitoring recruitment and enrollment, and supporting study implementation.

The coordinator will also support COBRE operations, including research administration, investigator and trainee programming, and coordination of shared research resources. The position offers access to research and training opportunities through the AMHC and the COBRE.

Principal Duties and Responsibilities

- **Coordinate COBRE activities and resources**, serving as a point of contact for investigators, trainees, and staff and facilitating research support across projects.
- **Coordinate recruitment across studies**, collaborating with investigators, research staff, and clinical teams to facilitate referrals and meet enrollment goals.
- **Support participant screening, consent, and enrollment**, communicating sensitively with youth and families and coordinating study visits and follow-up.
- **Complete clinical assessments as needed.**
- **Monitor recruitment and study progress**, maintaining tracking systems, preparing updates, and helping address barriers to participation and retention.
- **Support study implementation**, organizing research materials, coordinating staff training, and assisting with protocol development and refinement.
- **Maintain research databases and documentation**, including REDCap systems, participant records, and data quality checks.
- **Assist with regulatory and research administration**, including IRB submissions, pre- and post-award activities, progress reports, and tracking program accomplishments.
- **Provide operational support** for AMHC and COBRE initiatives, including research communications and special projects.

Qualifications

Required

- At least two years of post-baccalaureate research experience.
- Experience working with children, adolescents, and families, with the ability to communicate professionally and sensitively.
- Excellent organizational, interpersonal, and written communication skills.
- Strong attention to detail and the ability to manage multiple priorities independently and collaboratively.
- Experience with research data systems (REDCap) and statistical software (e.g., SPSS, R).

Preferred

- Master's degree in psychology or a related field.
- Experience coordinating clinical research or supporting research programs in academic or healthcare settings.
- Familiarity with ecological momentary assessment, psychophysiological methods, or other clinical research methods.
- Experience with clinical interviewing
- Experience with psychiatrically vulnerable adolescents
- Bilingual skills; bilingual candidates are encouraged to apply.

How to Apply

Please submit a cover letter describing how your experience and career goals align with the position, along with a current CV, to brownamhc@gmail.com by **November 15, 2026**. The preferred start date is **mid-December 2026**.