

Program Assistant in the Addiction Sciences Division at Medical University of South Carolina

Job Description Summary

The Department of Psychiatry & Behavioral Sciences is seeking a Program Assistant for the Addiction Sciences Division. The candidate will work with Drs. Squeglia and Gray as a Program Assistant on the Adolescent Brain Cognitive Development (ABCD) Study, a large-scale project to study child and adolescent health, behavior, and brain functioning. The candidate will be responsible for executing all tasks associated with the ABCD protocol which include neuroimaging, neurocognitive assessments, and clinical interview or self-report measures designed to assess eligibility criteria, psychopathology, medical health, social relationships, personality, and substance use. The participant will work with both youth and their parents.

Must be able to work evenings, weekends, and some holidays.

Entity

Medical University of South Carolina (MUSC - Univ)

Worker Type

Employee

Worker Sub-Type

Research Grant

Cost Center

CC001039 COM PSYCH Addiction Science CC

Pay Rate Type

Hourly

Pay Grade

University-04

Scheduled Weekly Hours

40

Work Shift

Job Description

Job Summary: The Department of Psychiatry & Behavioral Sciences is seeking a Program Assistant for the Addiction Sciences Division. The candidate will work with Drs. Squeglia and Gray as a Program Assistant on the Adolescent Brain Cognitive Development (ABCD) Study, a large-scale project to study child and adolescent health, behavior, and brain functioning. The candidate will be responsible for executing all tasks associated with the ABCD protocol which include neuroimaging, neurocognitive assessments, and clinical interview or self-report measures designed to assess eligibility criteria, psychopathology, medical health, social relationships, personality, and substance use. The participant will work with both youth and their parents.

Must be able to work evenings, weekends, and some holidays.

Job Duties:

- Interviews ABCD research participants: a. Must be familiar with the entire ABCD Study protocol; b. Conducts clinical assessments, self-report surveys, neuropsychological testing, mobile activity monitoring, and careful assessments of environment, psychopathological symptoms, substance use, and social functioning to youth and parent participants in-person, via remote videoconference, and via phone; c. Understands emergency procedures. (30%)
- Acts as a research representative of the ABCD Study: a. Describes study procedures, goals, assessment tasks, confidentiality limitations and potential risks thoroughly to participants; b. Answers participant questions; c. Obtains informed consent and assent from both parent and youth participants; d. Debriefs participants at the end of the visit; e. Maintains required documentation and record keeping. (20%)
- Assists with neuroimaging protocol: a. Runs participants through mock MRI scanner; b. Acts as second-chair at the Center for Biomedical Imaging (CBI) during neuroimaging protocol alongside a trained operator; c. Problem solves issues that arise during clinical session and MRI scanning and participates in trouble shooting and developing alternative approaches; d. Assists with data transfer; e. Executes E-Prime tasks. (20%)
- Performs various lab support tasks to ensure compliance and lab organization: a. Collects biospecimens: including blood, urine, saliva, hair, and teeth to assess hormone levels, neurotoxin exposure, and genetics; processes and prepares for shipment. b. Performs data entry and maintains data files on research. c. Refers patients to resources available in community and social services; d. Participates in team meetings and provides updates on assigned tasks. (15%)
- Schedules and communicates with research participants: a. Including on-site visits, video conferencing assessments, and phone interviews; b. Utilizes multiple calendars for scheduling; c. Answers questions that come through ABCD phone and email systems; d. Reminds participants of their upcoming appointments. (15%)

MUSC Minimum Experience and Training Requirements:

A high school diploma and two years relevant program experience. A bachelor's degree may be substituted for the required program experience.

Preferred Experience & Additional Skills:

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, management, reporting tools, interviewing research participants, conducting structured clinical interviews, neuropsychological tests and collecting biospecimens – including drawing blood and MRI assessments not required but valued. Commitment to diversity, equity, and inclusion. Experience working with adolescents and emerging

young adults (ages 9-20). Excellent verbal communication and problem-solving skills. Attention to detail and the ability to work independently and assure accuracy. Must be able to work evenings and weekends, as these are the times children are typically available to participate in the study.

MUSC 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. (Continuous)
- 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 lift objects, up to 15 lbs., from floor level to height of 36 inches, 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 hear and/or understand whispered conversations at a distance of 3 feet. (Frequent)
- Ability to perform gross motor functions with frequent fine motor movements. (Frequent)
- Ability to work in dusty areas. (Infrequent)

Additional Job Description

A high school diploma and two years relevant program experience. A bachelor's degree may be substituted for the required program experience.

If you like working with energetic enthusiastic individuals, you will enjoy your career with us!

The Medical University of South Carolina is an Equal Opportunity Employer. MUSC does not discriminate on the basis of race, color, religion or belief, age, sex, national origin, gender identity, sexual orientation, disability, protected veteran status, family or parental status, or any other status protected by state laws and/or federal regulations. All qualified applicants are encouraged to apply and will receive consideration for employment based upon applicable qualifications, merit and business need.

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>

APPLY HERE: <https://musc.career-pages.com/jobs/univ-program-assistant-psychiatry-addiction-sciences-division-charleston-south-carolina-united-states-6e855d1f-3fd3-47bf-a62d-e5f0ab3dfbf0>