

NYU Langone Health/NYU Grossman School of Medicine
Department of Psychiatry
Anxiety, Stress & Prolonged Grief Program

The **Research Coordinator** will work as part of a multidisciplinary team within the Anxiety, Stress, and Prolonged Grief Program (ASPGP) at the Department of Psychiatry, NYU Langone Health. The Research Coordinator will be responsible for managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress related disorders under the direct supervision Dr. Naomi Simon. The overarching role for the Research Coordinator is to provide assistance in recruitment of research participants, data entry and analyses, and other support duties in compliance with Good Clinical Practice, HIPAA, and required obligations to participants, the PI, research team, and the sponsor.

Responsibilities

- Manages federally-sponsored and privately-funded research on the etiology and treatment of anxiety, traumatic stress disorders, and prolonged grief, including oversight of research data, organization of regulatory binders, and management of study databases
- Serves as the liaison between the Principal Investigator and Institutional Review Board. Responsibilities include preparing and modifying ethics committee proposals and communicating with the IRB regarding ongoing studies. Additionally, the RC crafts IRB protocols for newly funded studies and investigator-initiated pilot studies.
- Contributes to the administrative and scientific development of grant submissions to government and foundation sponsors
- Manages budget creation, tracking, and projections in collaboration with institutional grant administration officials
- Coordinates hiring, onboarding, and training for new postdoctoral fellows, research coordinators and volunteers
- Drafts progress reports, no-cost extension requests, final reports, communications with grant sponsors, and other relevant documentation for grant collaborators and sponsors
- Designs and manages advertisement campaigns to recruit specific populations for research studies
- Performs data entry, cleaning, and analysis
- Conducts literature reviews for grant submissions and ongoing research work at the center
- Assists in dissemination efforts on findings of research studies, including preparation of posters, presentations, and manuscripts
- Conducts phone interviews to assess fit with study inclusion/exclusion criteria and match participants to studies for initial screening visit
- Observe and assist with treatment groups, as necessary for ongoing treatment studies
- Provides referrals for patients who do not qualify for current research studies
- Acts as the primary research contact for patients enrolled in studies
- Manage patient charts and visit schedules
- Administers laboratory tests, including vital signs, electrocardiogram, urine toxicology, and phlebotomy
- Collects and processes patient blood and saliva samples

Qualifications

- BA or BS in psychology or related field required
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting.
- Excellent interpersonal skills for work in collaborative research environment and with clinical population
- Attentive to detail and flexible in fast-paced work environment
- Exceptional organizational and time-management skills
- Statistical knowledge and experience with data management and analysis
- Competency in Microsoft Office, as well as standard statistical analysis tools
- Proficient written and verbal communication skills
- *Prior experience working in research laboratory or related clinical setting preferred*

People can apply by emailing emma.jennings@nyulangone.org with a CV, cover letter, and transcript. If you have questions regarding the position, feel free to contact emma.jennings@nyulangone.org.