

Centers for TBI and Neuroscience and Neuropsychology at Kessler Foundation are hiring for the Research Data Coordinator position. The Research Data Coordinator handles the day-to-day management of electronic data generated from ongoing research studies as well as previously collected data, including neuropsychological data, imaging data, and self-report demographic data and questionnaires. Coordinates all activities related to data management.

Responsibilities include, but are not limited to, the following:

- Assist with technical aspects of ongoing data management and programming of research activities for use during functional magnetic resonance imaging (fMRI).
- Develop and maintain spreadsheets for scoring of neuropsychological tests; create new databases, update/maintain existing databases, and code data.
- Perform and/or assist with statistical analyses (with imaging and non-imaging data).
- Assist researchers/scientists in data entry and data management.
- Assist with ensuring compliance with IRB and HIPAA guidelines as they relate to data management.
- Assist in quality control and quality assurance procedures regarding electronic data.
- Supervise/monitor research assistants' data entry and coding.
- Coordinate use of data-entry resources; organize procedures.
- Work with IT team to optimize and maintain electronic resources as they relate to data entry, data management and data analysis, including both behavioral and neuroimaging data.

Requirements:

- Bachelor's degree in behavioral and biological sciences, computer science, neuroscience, biomedical engineering or related field.
- At least 3 years of related experience.
- Strong programming skills in Python, R, MATLAB, and/or similar programs, with the ability to learn new programs as needed.

- Excellent communication (verbal and written), analytical, and problem-solving skills.
- Ability to work in a team environment.

Preferred Qualifications:

- Master's degree(s) in behavioral and biological sciences, computer science, neuroscience, biomedical engineering or related field.
- Experience in a medical research environment.
- Advanced proficiency in Microsoft Word, Excel, PowerPoint, and Adobe

Interested candidates should send their résumé/CV

to edobryakova@kesslerfoundation.org.