

Research Coordinator at NYU Langone Health

Please consider applying for our full-time post-baccalaureate Research Coordinator position. Our research integrates technology with traditional mental health approaches to gain knowledge about the etiology, course, and treatment of mood disorders in youth.

The Coordinator will help coordinate multiple studies on the use of novel technology—including digital phenotyping (data collected passively from participants' smartphones) and app-based treatments—to improve outcomes for adolescents with mood disorders and those at risk for suicide. The Coordinator will have the opportunity to learn about digital phenotyping and other topics related to digital psychiatry (e.g., technology-based assessment and treatment tools). Additionally, the Coordinator will gain experience working with adolescents with mood disorders and their caregivers. Opportunities to collaborate on other activities, including conference presentations and manuscripts, will also be available.

Responsibilities include:

- Assist with recruitment of participants from the inpatient and outpatient populations at NYU Langone and NYC H+H/Bellevue hospital by identifying eligible youth, talking to youth and caregivers about the studies, and arranging appointments
- Maintain study records for internal and external (e.g., the Institutional Review Board) use
- Manage study data, including entry, review, and cleaning
- Manage study procedures to ensure compliance with the study protocol
- Serve as a primary point of contact for youth and caregivers
- Provide training and supervision to other members of the study team, including undergraduate volunteers
- Communicate with clinicians, research collaborators, and other internal groups (e.g., the Institutional Review Board, Research Finance Operations, Information Technology)
- Collaborate with other lab members on other projects
- Develop app and website content as needed for use in research studies
- Complete administrative tasks, as necessary

Qualifications (knowledge, skills, and ability requirements)

- Bachelor's degree in Psychology or related field required
- 1-2 years of related experience required
 - Demonstrated proficiency in Microsoft Office applications
- Compassionate and professional
 - Exceptional attention to detail and ability to manage confidential information
 - Strong communication skills
 - Highly self-motivated and able to work independently ,as well as in coordination with a team

Preferred Experience

- Creation and management of data tools using RedCap
- Data analysis using R
- Digital content development

Expectations of all Employees

All employees will support the organization's mission and vision by exhibiting the following behaviors:

- Excellence
- Respect
- Communication
- Integrity
- Teamwork

Normal Working Hours and Conditions

- Position requires occasional evening hours to accommodate participant schedules
- Occasional overtime as required and approved
- Salary range \$42,900 – \$45,000

Application

Applications should include a letter of interest, CV, and contact information for three references. Please email applications to anna.vanmeter@nyulangone.org. NYU Langone Health is an Equal Opportunity, Affirmative Action Employer. Applications are considered on a rolling basis; we encourage submission at the earliest possible date. Start date will be June 2023.