

Position Available: Research Coordinator

Department of Neurology, NYU Langone Health

Headache Division

PI: Mia T. Minen, MD, MPH

We are seeking a person to manage a fully remote NIH-funded study at NYU Langone Health assessing a smartphone-based tool for migraine management.

Responsibilities:

- Creating study materials (Using REDCap, coordinating with a team including behavioral economic experts and other consultants to develop messaging for the participants, internal study documents, and communicating with the IRB).
- Learning the study protocol and becoming very familiar with the app-based intervention and with WebEx, the virtual platform for hosting the enrollments.
- Recruiting participants virtually through a multi-site hospital-based healthcare system.
- Administering interviews and teaching the participants how to use the app.
- Monitoring progress throughout the study.
- Serving as a digital navigator for participants throughout the study.
- Maintaining proper NIH documentation for the study.
- Ensuring data management and quality assurance for research, including managing to track the database, and working with the team to maintain data integrity, data standardization, and data accuracy.
- Being responsible for processing data reporting and analytics, including assisting in the design of such analytics and outputting in appropriate formats (Excel, PDF, etc.).

Qualifications:

- BA or BS in psychology or a related field required
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting.
- Excellent interpersonal skills for work in a collaborative research environment and with a clinical population
- Attentive to detail and flexibility in a 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 in written and verbal communication skills
- Prior experience working in a research laboratory or related clinical setting required
- Comfortable with virtual systems and communicating with patients entirely remotely
- Organized and detail-oriented

An ideal candidate would be someone who has a master's in psychology, public health, or another social/behavioral science or was a psychologist and is returning to the workforce.

A minimum of a 2-year commitment is required.

BA or BS in psychology or a related field is required. Interested candidates should email their CV/ resume and an unofficial transcript to Dr. Mia Minen at mia.minen@nyulangone.org and cc Alexis George at alexis.george@nyulangone.org.