

NYU Langone Health
Department of Psychiatry
Anxiety and Complicated Grief Program

The **Research Data Associate** will provide support for the coordination of studies focusing on the phenomenology, biology, and treatment of PTSD, anxiety, and grief related disorders under direct supervision by Dr. Naomi Simon & Dr. Mohammed Milad.

Responsibilities

- Provides support for federally-sponsored and privately-funded research on the etiology and treatment of traumatic stress disorders, anxiety, and complicated grief, including oversight of research data, organization of regulatory binders and study folders, and management of study databases
- Interfaces with the Principal Investigator and Institutional Review Board. Prepares and modifies ethics committee proposals for PI review and approval and communicates with the IRB regarding ongoing studies
- Assists with the design and posting of social media ads 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 program under the direction of the Principal Investigator
- Assists in dissemination efforts on finding 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 by bringing patients to physician for treatment visits as necessary for ongoing studies
- Provides referrals for patients who do not qualify for current research studies
- Acts as the primary research contact for patients enrolled in studies
- Log patient visits, update and maintain patient charts in EPIC, and coordinates visit schedules
- Administers laboratory tests, including vital signs, electrocardiogram, urine toxicology, and phlebotomy
- Collects and processes patient blood and saliva samples

Qualifications

- Associate's degree plus one year related experience or equivalent combination of education and experience. BA or BS in psychology or related field preferred.
- Computer literate with good interpersonal, writing and verbal communication skills.
- Attentive to detail and flexible in fast-pace work environment
- Exceptional organizational and time-management skills
- Statistical knowledge and experience with data management and analysis preferred
- *Prior experience working in research laboratory or related clinical setting preferred*

To be considered for this position, please submit a cover letter, CV, transcript, and contact information for two references to Carly Miron at carly.miron@nyulangone.org by Friday, February 12th 2021.