

# Research Study Coordinator in the Lab for Scalable Mental Health at Northwestern University

**Department:** MED-Medical Social Sciences

**Salary/Grade:** NEX/11

Target hiring range for this position will be between \$19.31-\$24.14 per hour. Offered salary will be determined by the applicant's education, experience, knowledge, skills and abilities, as well as internal equity and alignment with market data.

## **Job Summary:**

Lab for Scalable Mental Health

The Lab for Scalable Mental Health (LSMH; <https://www.schleiderlab.org/>), directed by Dr. Jessica Schleider, conducts research at the intersection of digital health, public health, dissemination and implementation science, and clinical psychology. The Lab's overarching mission is to create, evaluate, and disseminate brief, scalable supports that bridge traditionally-unfillable gaps in mental healthcare ecosystems, with a focus on harnessing technologies to serve youth facing structural barriers to treatment. Our team has pioneered a new area of intervention science—single-session interventions (SSIs) for mental health—that opens tangible paths toward reducing mental health problems at scale. Via multiple federal, foundation, and industry-funded grants, LSMH has led more than a dozen clinical trials and cross-sector evaluations of digital and lay provider-delivered SSIs. Through these initiatives, LSMH's SSIs have served more than 50,000 people to date. LSMH is a team science-oriented, dynamic research environment including members at all professional levels, including undergraduates, postbaccalaureate staff, doctoral students, and postdoctoral fellows. LSMH is committed to ensuring that diverse voices and perspectives are reflected in the Lab and to ensuring all members' career development growth.

Overview/Background about the Department of Medical Social Sciences (MSS)

LSMH is housed in Department of Medical Social Sciences (MSS) in the Feinberg School of Medicine at Northwestern University. MSS is a novel transdisciplinary department that advances innovative social science methods to improve health outcomes. We serve as a collaborative hub across clinical and basic science departments in the medical school and the Evanston-based arts and sciences schools. We intend to meet a growing need for expanded interdisciplinary scientific collaboration, to promote discovery of multidimensional mechanisms of health and disease, to improve adult and child health status and outcome assessment, and to collaborate with partners across the translational spectrum. MSS is committed to creating a world of inclusion, health, and well-being for all. We hire the best people from a wide variety of backgrounds because drawing on diverse perspectives and experiences will be the foundation of our department's future success.

Research Study Coordinator

Coordinates collection, analysis, processing & reporting of data & assists Principal Investigator (PI) in judging the validity of test data obtained in regard to biomedical &/or social-behavioral research study(ies) of limited complexity involving co-investigators, multiple campuses &/or universities. Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

## **Specific Responsibilities:**

Technical

- Participates in the planning & conduct of research study including participant recruitment and retention.
- Obtains informed consent and assent
- Administers tests, interviews, &/or questionnaires following protocols.
- Collects, compiles, tabulates & processes responses.
- Gathers information.

Administration

- Collects, records, reviews & summarizes research data.
- Collates relevant mathematical results & prepares tables, charts & graphs reflecting relationships of multiple tests.
- Prepares reports for investigators and sponsors on recruitment status and other pertinent study data.
- Writes portions of grant applications & co-author scientific papers.
- Completes documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

#### Finance

- May process payments for research participants per study protocol.

#### Supervision

- May provide work direction &/or train other research staff to interview/test participants.
- May act as a mentor in regard to education of junior coordinators.
- Performs other duties as assigned.

#### **Minimum Qualifications: (Education, experience, and any other certifications or clearances)**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience and 2 years' research study or other relevant experience required; OR
- Successful completion of a full course of study in an accredited college or university leading to a master's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience.
- Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

#### **Minimum Competencies: (Skills, knowledge, and abilities.)**

- -Strong organizational, written, verbal, communication, and interpersonal skills.
- -Excellent attention to detail.
- -Familiarity with word processing, spreadsheet, database, and web-based applications.

#### **Preferred Qualifications: (Education and experience)**

- At least 2 years of clinical psychology research experience, such as experience with: participant recruitment and enrollment of clinical and vulnerable populations (e.g., adolescents with elevated depression symptoms); quantitative and qualitative data collection, coding, and analyses; coordinating with various members of a study team (e.g. research staff, trainees, and investigators); maintaining qualitative and/or quantitative research databases; assisting with IRB documentation and compliance; assisting with annual progress report preparation for grant-funded research.

#### **Preferred Competencies: (Skills, knowledge, and abilities)**

- Working knowledge of Qualtrics
- Working knowledge of R
- Experiencing conducting interviews with research participants

#### **Benefits:**

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

#### **Work-Life and Wellness:**

Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles.

We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.

#### **Professional Growth & Development:**

Northwestern supports employee career development in all circumstances whether your workspace is on campus or at home. If you're interested in developing your professional potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.

Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe illness. More information can be found on the [COVID-19 and Campus Updates](#) webpage.

*The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.*

*Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).*

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