We are hiring!

The Stress and Resilience Research Program at the San Francisco VA Medical Center and the University of California, San Francisco (UCSF)

We have an exciting opportunity to join our team as a full-time clinical research coordinator in the Stress and Resilience Research program at the San Francisco VA Medical Center and UCSF. The research coordinator will be responsible for all aspects of study management, including recruitment, data collection and management, study document maintenance, specimen collection, and regulatory paperwork.

Research projects investigate neurobiological and psychological factors of stress and resilience in in veterans and civilians with posttraumatic stress disorder (PTSD). Current studies include pharmaceutical and behavioral treatments for PTSD and insomnia; fear conditioning; psychophysiological, endocrine, immune, -omic and digital health methods to understand mechanisms of stress-related disease risk; and the impact of stress on women's cardiovascular and reproductive health.

Studies are also being conducted in coordination with other sites in the US. The incumbent will serve as the Clinical Trial Coordinator for one or more of these projects and will provide day-to-day management and coordination with other study sites.

In addition to the primary responsibilities, there may be opportunity for a motivated individual to be involved in aspects of study design, grant preparation and/or scientific publications. Research is conducted at the San Francisco VA Medical Center and at the University of California, San Francisco. We are seeking candidates who would be able to commit for 2 years, with possibility for renewal.

Responsibilities:

- Coordinate all aspects of the research protocol & manage the daily study operations
- Development and management of clinical study protocol, Informed Consent Form, Case Report Forms and Standard Operating Procedures
- Develop and oversee systems for tracking / monitoring study progress to ensure adherence to timelines, SOPs, and applicable regulations
- Maintain essential research study documentation
- Perform recruitment and conduct telephone screening interviews on psychiatric and medical symptomatology with participants to assess study eligibility
- Responsible for providing and documenting Informed Consent
- Schedule all assessment study visits and study procedures
- Administer experimental psychophysiology testing
- Coordinate with the multidisciplinary study team (e.g., clinical interviewer, nurse practitioners, research assistants, clinical laboratory) in determining study eligibility, coordinating study procedures, and ensuring adherence to study protocol

- Data management, including entry, verification and analysis
- Assist with planning and tracking budget; purchase equipment and supplies, and track study expenditures
- Manage shipment of biological samples to offsite laboratory, sample tracking, correspondence with laboratories
- Work closely with data management team to ensure study data is shared among study sites
- Assist in hiring and training the study staff research associates and psychological technicians
- Perform other duties as assigned

Qualifications:

- Minimum of 2 years research or industry experience, with direct clinical trial management
- Bachelor's, master's, or Ph.D. degree in psychology, neuroscience, nursing or related field required
- Has a thorough understanding of FDA, ICH, and GCP regulations, guidelines, policies and practices for conducting clinical investigations
- Prior experience in psychophysiology measurement is preferred
- Prior experience with experiment software applications (e.g., AcqKnowledge, Inquisit, SuperLab, Qualtrics) is preferred
- Prior experience collecting, organizing, and shipping biological samples is preferred
- Excellent interpersonal, written/oral communication and organizational skills
- Ability to manage multiple projects, tasks and priorities to achieve desired goals
- Strong accuracy and attention to detail
- Ability to work under minimal supervision

Interested candidates should email a cover letter and CV to Sabra.Inslicht@ucsf.edu.
Please indicate "Clinical Research Coordinator Position" in the subject line.