

Study Coordinator at Ohio State University

Job Description Summary

This person in this position will assist and support scientific investigations of cognitive and brain basis of social processes in psychiatric disorders (e.g. psychosis, bipolar disorder, anxiety disorders, autism-spectrum disorders) directed by Dr. Ivy Tso in the Department of Psychiatry & Behavioral Health. The person will screen, assess, and schedule research participants for the project, administer neurocognitive and computerized assessments, oversee eye tracking data collection, and guide participants through brain scans and run fMRI protocols. Responsibilities will also include data collection; maintenance of study records; data entry, maintenance, and upload to NIH databases; accurate completion of daily paperwork and administrative tasks; preparing assessment materials; various participant contact; adherence to all study protocols; assist with regulatory upkeep; and coordinating/attending weekly team meetings. The position requires a 2-year commitment and is renewable up to 5 years, depending on performance. It is an ideal steppingstone for those considering pursuing a graduate degree in clinical psychology or cognitive neuroscience.

Minimum Education and Skills/Experience Required/Desired

Bachelor's degree or equivalent combination of education and experience in psychology, neuroscience, or a related discipline is required. Strong interpersonal skills and flexibility for work with diverse populations in diverse settings. 1-2 years of experience with research involving human subjects. Basic computer skills (word processing, internet searches, spreadsheets, elementary statistics). Experience in behavioral data acquisition is helpful but not required. Highly organized, detail-oriented with the ability to understand and follow research protocols. Technical skills with equipment and software – training is available, but candidate must be competent to learn to use specialized lab equipment and software interfaces. Valid driver's license and willing to drive regularly between OSU campus and community mental health clinics within Columbus. The ability to work both independently and collaboratively as a team member. The candidate must be able to work independently for extended periods of time while receiving feedback and guidance from the lab manager and faculty investigators. The ability to adhere to strict confidentiality guidelines. Strong self-motivation and adaptability in order to meet goals and deadlines of the project. The ability to problem-solve, prioritize multiple tasks, and meet deadlines. Flexibility in working hours is often required, depending on the scheduling needs of research participants, including weekends and evenings. Requires successful completion of a background check. Qualified candidates may be requested to complete a pre-employment physical including a drug screen.

To apply to the study coordinator position please visit https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Remote-Location/Research-Senior-Technician_R67457-1. Please include a cover letter briefly describing your training background, relevant research experience, and career goals. For questions, please email Kelly Mathis

(kelly.mathis@osumc.edu). For more information about the Tso Lab, visit <https://u.osu.edu/ivytsolab/>.