

# Assistant Clinical Research Coordinator

## Posting Information

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### Posting Information

<b>Department</b>	Psychiatry - Research-412250
<b>Career Area</b>	Research Professionals
<b>Is this an internal only recruitment?</b>	No
<b>Posting Open Date</b>	04/29/2024
<b>Application Deadline</b>	05/06/2024
<b>Position Type</b>	Permanent Staff (SHRA)
<b>Position Title</b>	Soc/Clin Research Assistant - Journey
<b>Salary Grade Equivalent</b>	GN08
<b>Working Title</b>	Assistant Clinical Research Coordinator
<b>Position Number</b>	20062410
<b>Vacancy ID</b>	P019012
<b>Full-time/Part-time Permanent/Time-Limited</b>	Full-Time Permanent
<b>If time-limited, estimated duration of appointment</b>	
<b>Hours per week</b>	40
<b>Work Schedule</b>	Monday-Friday, 8am-5pm
<b>Work Location</b>	Chapel Hill, NC
<b>Position Location</b>	North Carolina, US
<b>Hiring Range</b>	\$36,320 - \$46,000
<b>Pay Band Information</b>	To learn more about the pay band for this branch and role, please see <a href="#">the Career Banding rates spreadsheet</a> .

### Position Summary Information

**Be a Tar Heel!** A global higher education leader in innovative teaching, research and public service, the [University of North Carolina at Chapel Hill](#) consistently ranks as [one of the nation's top public universities](#). Known for its beautiful campus, world-class medical care, commitment to the arts and top athletic programs, Carolina is an ideal

place to teach, work and learn.

One of the best college towns and best places to live in the United States, Chapel Hill has diverse social, cultural, recreation and professional opportunities that span the campus and community.

University employees can choose from a wide range of [professional training opportunities](#) for career growth, skill development and lifelong learning and enjoy [exclusive perks](#) for numerous retail, restaurant and performing arts discounts, savings on local child care centers and special rates on select campus events. UNC-Chapel Hill offers full-time employees a [comprehensive benefits package](#), paid leave, and a variety of health, life and retirement plans and additional programs that support a healthy work/life balance.

## Primary Purpose of Organizational Unit

The UNC School of Medicine has a rich tradition of excellence and care. Our mission is to improve the health and wellbeing of North Carolinians, and others whom we serve. We accomplish this by providing leadership and excellence in the interrelated areas of patient care, education, and research. We strive to promote faculty, staff, and learner development in a diverse, respectful environment where our colleagues demonstrate professionalism, enhance learning, and create personal and professional sustainability. We optimize our partnership with the UNC Health System through close collaboration and commitment to service.

### OUR VISION

Our vision is to be the nation's leading public school of medicine. We are ranked 2nd in primary care education among all US schools of medicine and 5th among public peers in NIH research funding. Our Allied Health Department is home to five top-ranked divisions, and we are home to 18 top-ranked clinical and basic science departments in NIH research funding.

### OUR MISSION

Our mission is to improve the health and well-being of North Carolinians and others whom we serve. We accomplish this by providing leadership and excellence in the interrelated areas of patient care, education, and research.

**Patient Care:** We will promote health and provide superb clinical care while maintaining our strong tradition of reaching underserved populations and reducing health disparities across North Carolina and beyond.

**Education:** We will prepare tomorrow's health care professionals and biomedical researchers by facilitating learning within innovative curricula and team-oriented interprofessional education. We will cultivate outstanding teaching and research faculty, and we will recruit outstanding students and trainees from highly diverse backgrounds to create a socially responsible, highly skilled workforce.

**Research:** We will develop and support a rich array of outstanding health sciences research programs, centers, and resources. We will provide infrastructure and opportunities for collaboration among disciplines throughout and beyond our University to support outstanding research. We will foster programs in the areas of basic, translational, mechanistic, and population research.

## Position Summary

This position will serve as an Assistant Clinical Research Coordinator within the Department of Psychiatry at the University of North Carolina at Chapel Hill. The Assistant Clinical Research Coordinator will be working under the supervision of Dr. Cope Feuer on an NIMH-funded study integrating affective neuroscience (fMRI, EEG), physiology, and ecological momentary assessment (EMA) to examine brain-behavioral reactivity within negative social interactions as a predictor of interpersonal stress generation and depression risk in female adolescents.

The Assistant Clinical Research Coordinator will assist with the execution of study protocols, including screening and recruiting study participants, conducting study visits, and collecting, entering, and reviewing study data. Study protocols include conducting semi-structured interviews to assess psychopathology and stressful life

events in youth, collection of neural and physiological data, monitoring youth EMA compliance, and facilitating retention of participants for longitudinal follow-up. Opportunities for conducting independent research projects also exist for motivated lab members. This position is ideal for someone who is planning on applying to PhD programs in Clinical Psychology with an interest in risk factors for youth internalizing psychopathology.

**Minimum Education and Experience Requirements**

Bachelor's degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Required Qualifications, Competencies, and Experience**

Strong written and verbal communication skills. Must be able to work and communicate with diverse populations effectively and professionally. Ability to work independently as well as function as part of a team.

Proficient with Microsoft Outlook, Excel, and Word.

Prior experience working or volunteering in a lab conducting human subjects research.

Strong interpersonal skills.

Ability to travel to both UNC and Duke for data collection.

Flexible availability, including evenings and weekends, to accommodate data collection with adolescent participants.

Strong planning and organization skills, with the ability to independently monitor and prioritize completion of multiple varied tasks.

**Preferred Qualifications, Competencies, and Experience**

Experience in the following areas is preferred:

- \* Working with adolescents.
- \* Working with individuals with mood disorders.
- \* Recruiting and scheduling participants and executing study protocols.
- \* Clinical diagnostic and/or contextual threat interviews.
- \* fMRI, EEG, and/or EMA data collection.
- \* Neural or physiological data preprocessing.
- \* SPSS, R, or other statistical software.
- \* RedCAP.

**Required Licenses/Certifications**

**Special Physical/Mental Requirements**

**Campus Security Authority Responsibilities**

Not Applicable.

**Position/Schedule Requirements**

Evening work occasionally, Laboratory, Weekend work occasionally

**Special Instructions**

**Quick Link**

<https://unc.peopleadmin.com/postings/279174>

Contact Information

**Office of Human Resources Contact Information**

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (919) 843-2300 or send an email to [employment@unc.edu](mailto:employment@unc.edu)

Please note: The Office of Human Resources will not be able to provide specific updates regarding position or application status.

## Equal Opportunity Employer Statement

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.

## Applicant Documents

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### Required Documents

1. Curriculum Vitae / Resume
2. Cover Letter

### Optional Documents

1. List of References

## Posting Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Please select the response below that best describes your experience/education for the Social/Clinical Research Assistant position.
  - Bachelor's, Master's, and/or Doctorate in any field.
  - Associate's in any field and at least 2 years of experience.
  - Combination of post-high school education and experience to equal at least 4 years of related experience (ex: 1 year towards a degree and 3 years of experience).
  - High School diploma/GED and at least 4 years of related experience.
  - Did not complete high school but have a combination of high school education and experience to equal 8 years. (ex. 3 years of high school and 5 years of experience).
  - None of the above
2. \* Are you proficient with Microsoft Office?
  - Yes
  - No
3. \* Do you have experience with written and verbal communications in a professional office setting?
  - Yes
  - No
4. \* Do you have strong interpersonal skills?
  - Yes
  - No
5. \* Do you have experience conducting research with human subjects?
  - Yes
  - No
6. \* Do you possess a valid North Carolina drivers license?
  - Yes
  - No