

Research Study Coordinator at the University of Washington

Req #: 234043
Department: PSYCHIATRY AND BEHAVIORAL SCIENCES
Job Location: Seattle Campus
Posting Date: 05/10/2024
Closing Info: Closes On 05/24/2024
Salary: \$3,477 - \$4,409 per month
Other Compensation:
Union Position: Yes
Shift: First Shift
Benefits: As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, [click here](#).

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem-solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty.

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The Department of Psychiatry and Behavioral Sciences within the UW School of Medicine is the third largest clinical department within the School of Medicine with 330 full-time faculty members, 460 courtesy faculty members, and over 350 staff. Department faculty provide clinical services in 5 hospitals, 14 primary care locations, and several outpatient sites in addition to telepsychiatry consultations to more than 150 clinics in Washington and beyond. As the only academic psychiatry department serving the five state WWAMI region (Washington, Wyoming, Alaska, Montana, Idaho), the Department's highly competitive residency training program is largely responsible for developing the mental health workforce in the Pacific Northwest. The Department's robust research portfolio totals \$67 million in grants and contracts per year for projects ranging from clinical neurosciences to treatment development to health policy and population health. The Department is recognized as an international leader in developing, testing, and implementing Collaborative Care, an integrated care model increasingly seen as a solution for population-based mental health care. Other areas of excellence include Addictions, Autism, High Risk Youth, Neurosciences, and Trauma, and the Department is developing innovative new programs in Technology and Mental Health, Global Mental Health, Maternal and Child Mental Health, and Targeted Intervention Development.

The Department of Psychiatry & Behavioral Sciences within the UW School of Medicine currently has an outstanding opportunity for a Research Study Coordinator 1. Psychiatry is the third largest department in the School of Medicine and the largest non-divisioned department. This individual will report to Dr. Lindgren and Dr. Bedard-Gilligan in the Center for the Study of Health and Risk Behaviors (CSHRB) lab. The overall annual operations funding from all sources is over \$130 million.

POSITION PURPOSE

The Research Study Coordinator will work full-time (40 hours per week) on research studies involving human subjects. The person in this position will work closely with the Principal Investigators and colleagues on NIAAA funded projects. The primary project is an ongoing 5-year clinical trial evaluating a brief, self-directed, cognitive behavioral therapy (CBT) text message intervention for individuals with symptoms of post-traumatic stress disorder (PTSD) who also endorse hazardous drinking. This position is an outstanding opportunity for individuals interested in gaining more research experience before applying to graduate programs in clinical or social psychology. Position has possibility for occasional Work From Home (1 day a week). The ideal start date for the position would be September 3, 2024 or early September."

The investigative team centrally values diversity and inclusion, and we are committed to ensuring that our team reflects the diversity of our participant population. Thus, candidates from under-represented and minoritized groups are strongly encouraged to apply.

DUTIES AND RESPONSIBILITIES

- Assist with implementation and refinement of computer-based and assessment materials.
- Coordinate and conduct recruitment and retention communications to participants, including mailings, phone calling, text messaging, and emails.
- Implement randomization procedures and schedule participants for the text message intervention, implement text message and online assessment protocol for participants.
- Coordinate subject payments for participation.
- Maintain tracking database of study participants.
- Perform data entry and analyses as needed and assist in data cleaning procedures.
- Conduct literature reviews.
- Implement research protocol and monitor participant adherence to protocol; assist with implementing actions to correct problems such as deviation from protocol requirements.
- Assist data manager with verifying accuracy of research data.
- Establish and maintain contact with agencies, and/or study sponsors; inform sponsors of current status of research.

- Provide referral services to participants with the oversight and supervision of the study PIs.
- Assist in modification of procedures for collecting and summarizing data; participate in the development of procedures for the design of measurement instruments and scoring systems.
- Assist the data manager with the use statistical and database management programs to analyze data and prepare summary narrative reports, graphs, tables, charts and illustrations; assist in developing a computerized system for tracking study subjects; monitor data quality control to ensure adherence to study protocol.
- Assist the study team with writing or reviewing human subjects' applications and consent forms in compliance with applicable regulations.
- Assist with writing or reviewing ClinicalTrials.gov materials in compliance with applicable regulations.
- Assist the data manager with implementing data-sharing procedures in compliance with NIAAA regulations.
- Assist in recruiting and coordinating undergraduate research assistants.
- May direct the work of assigned staff under the supervision of Study PIs.
- Perform related duties as required.

MINIMUM REQUIREMENTS

- Two years of college level course work in a relevant academic area AND two years of experience performing work in support of clinical, biomedical, or behavioral research studies involving human subject OR equivalent education/experience.

DESIRED QUALIFICATIONS

- Bachelor's degree in a relevant academic area.
- Experience with online survey packages, including Qualtrics, Survey Monkey, Red Cap or equivalent.
- Experience implementing and conducting clinical or social psychology research, including working directly with research participants.
- Existing computer skills using a range of software programs including Microsoft Office Suite (Word, Excel, Access, and PowerPoint).
- Ability to work independently and in a team environment.

- Ability to organize and prioritize tasks.
- Prior experience following established data collection procedures or research methods.
- Experience and/or aptitude in participant/client tracking and follow-up.
- Demonstrated attention to detail, creative problem-solving skills and strong attention to detail.
- Excellent interpersonal and skills.
- Ability to communicate effectively, orally and in writing, and to interact positively with a wide variety of people.
- Ability to produce quality work in a timely manner.
- Excellent organizational skills and great attention to detail.
- Excellent oral and written communication skills.
- Experience with computer- and/or web-based data collection.
- Experience with SPSS.
- Knowledge of literature pertaining to hazardous drinking, PTSD, cognitive behavioral therapy, and/or social psychology interventions.
- Experience with grant preparation and administration.
- Experience with manuscript preparation.

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

[The University of Washington is an affirmative action and equal opportunity employer.](#) All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under [Washington state law](#).

[Apply here!](#)