

Administrative Coordinator

Manager:	Site Operations Manager	Department:	Research
Company:	Child Mind Institute	Location:	Harlem
FT/PT & FLSA:	FT, Exempt	Updated:	8/17/23
Supervisor Position:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Summary:

The Child Mind Institute is currently recruiting an Administrative Coordinator for the Healthy Brain Network (HBN) research team. The HBN is a research initiative aimed at collecting imaging, genetic, and phenotypic data from 10,000 children and adolescents throughout NYC. All participants who complete the study receive a free, no-cost mental health and learning evaluation.

The Administrative Coordinator will play a critical role within the HBN Operations team, facilitating administrative, clinical, and research functions and supporting the initiatives and growth of the project. This role must interact with multiple teams and stakeholders, and requires direct interaction with research participants and their parent/caregiver.

Reporting to the **Site Operations Manager** this is a **non-exempt, FT** position located in our NYC Harlem office.

The Child Mind Institute is proud to be named a Great Place to Work-Certified company! Our competitive compensation and benefits include medical insurance, 401(k), paid parental leave, dependent care, flexible work schedules, discounted tickets and entertainment perks programs. For more information about our benefits, please visit our [employee benefits website](#).

Responsibilities:

- Manage the study's calendars and schedules. Assist with daily visit assignments.
- Organize, prepare for, and set up virtual and in-person meetings including preparation of meeting agendas, meeting logistics, and ensuring proper communications.
- Assist in preparation of project-related documentation (e.g., protocol worksheets, procedural manuals, adverse event reports, institutional review board documents, and progress reports).
- Support project goals, including participant recruitment and enrollment (e.g., enroll participants, record dropout information, such as dropout causes and contact efforts).
- Compensate study participants and assist in tracking study financials.
- Manage inventory of site and study supplies; liaise with Facilities and other vendors as needed. Oversee data archival to offsite storage facility and moving of supplies between CMI locations.
- Send confidential reports to research subjects, respond to records requests, and track participant satisfaction survey responses.
- Triage participant concerns and complaints, track requests for participant termination reviews, communicate study policies to participants.
- Act as liaison for patients and their families and support them throughout the research experience.
- Handle sensitive information in a confidential manner.

Qualifications:

- Bachelor's degree and minimum of 3 years experience with administration in clinical research, healthcare, or equivalent setting.
- Excellent time management skills with the ability to multi-task and work independently. Strong follow-through with complex projects and multiple teams.
- Attention to detail and problem-solving skills. Ability to innovate creative solutions to challenges and diplomatically resolve interpersonal conflicts.
- Strong organizational and planning skills, as well as written and verbal communication skills
- Proven administrative experience.
- Excellent computer skills and knowledge of Microsoft systems; knowledge of Monday.com, Visio a plus.

Special Considerations:

Please upload your CV during the application process.

All new hires must be vaccinated and must stay up to date with vaccines against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with CMI, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by CMI.

The Child Mind Institute is an equal opportunity employer and does not discriminate in employment based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation; national origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9]); ancestry, physical or mental disability, medical condition, genetic information/characteristics, marital status/registered domestic partner status, age (40 and over), sexual orientation, military or veteran status, or any other basis protected by federal, state or local law or ordinance or regulation.

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