

Program Manager (Full-Time)

The Center for Anxiety and Traumatic Stress Disorders and Complicated Grief Program (CATSD) at the Massachusetts General Hospital in Boston is accepting applications for a Program Manager position. The center conducts state-of-the-art research aimed at improving the standard of care for people suffering from anxiety disorders. Our faculty and staff of psychiatrists and psychologists explore the mechanisms and treatment of anxiety, stress, and grief related disorders, including Panic Disorder, Social Anxiety Disorder, Generalized Anxiety Disorder, Post-Traumatic Stress Disorder, and Complicated Grief (for more information see: <https://www.massgeneral.org/psychiatry/treatments-and-services/center-for-anxiety-and-traumatic-stress-disorders>).

The **Program Manager (PM)** will be responsible for managing studies focused on the phenomenology, biology, and treatment of anxiety, grief, and stress related disorders at the Center for Anxiety and Traumatic Stress Disorders (CATSD). As part of typical research duties and responsibilities, the PM will:

- Oversee coordination of several research studies, including clinical trials.
- Supervise Clinical Research Coordinators (CRCs) and volunteer Research Assistants (RAs).
- Track and meet reporting requirements of funding agencies. Includes providing funding sources with all required information including progress reports (statistical and narrative), forms and applications.
- Track grant policies and guidelines for applications and reporting.
- Carry out special projects and assignments as needed by CATSD Director.
- Manage corporate purchasing card, submit expense reports, and create budget projections.
- Facilitate PI, CRC, and RA meetings.
- Oversee REDCap or other data bases to track recruitment/referral/retention of subjects and interact with subjects as necessary.

Applicants should be available to start the position on **June 1st, 2024**.

Qualified applicants must have achieved a Bachelor's degree in Psychology or a related field. Two to five years of project coordinator or manager experience preferred. Previous research experience in psychology strongly preferred.

To apply,

1. Go to this URL: <http://www.massgeneral.org/careers/viewall.aspx>
2. Click "External applicants"
3. Under the Job Search tab, please type **3272965** in the "Job Number" search box.
4. Please select the position by clicking on the text "Clinical Research Coordinator." on the left.
5. Click "Apply online." You will then need to register and follow the application instructions.
6. **Make sure to upload your CV, cover letter, and transcript**

Please email chotchkin@mgh.harvard.edu with any questions about the application process or position.