

# Clinical Research Coordinator at the University of Pennsylvania

## University Overview

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn's distinctive interdisciplinary approach to scholarship and learning. As an employer Penn has been ranked nationally on many occasions with the most recent award from Forbes who named Penn one of America's Best Large Employers in 2023.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

## Job Description Summary

### Clinical Research Coordinator

As part of the Neurodevelopment and Psychosis Section in the Department of Psychiatry, The Brain Behavior Lab (BBL) at Penn Medicine and the Lifespan Brain Institute (LiBI) at the Children's Hospital of Philadelphia (CHOP) and Penn Medicine are devoted to the study of brain and behavior using innovative neuroimaging (e.g. MRI, MRS, EEG) research techniques and the application of bioinformatics resources. LiBI brings together researchers in medicine, psychiatry, engineering, computer science, physics and biostatistics to understand brain structure and function, based on functional and structural neuroimaging data. The Clinical Research Coordinator will oversee the collection of MRI data from recruitment through quality assessment and data analysis.

## Job Description

The Perelman School of Medicine at the University of Pennsylvania is the oldest and one of the finest medical schools in the United States. Penn is rich in tradition and heritage and at the same time consistently at the forefront of new developments and innovations in medical education and research. Since its founding in 1765 the School has been a strong presence in the community and prides itself on educating the leaders of tomorrow in patient care, biomedical research, and medical education. <http://www.med.upenn.edu/>

### Clinical Research Coordinator

We are seeking a full-time Clinical Research Coordinator to join our team and work on projects applying brain imaging to understand motivational disturbances in psychiatric populations. This position offers a highly interdisciplinary research experience, combining approaches from cognitive neuroscience, experimental psychology, and psychiatry. Under the supervision of Principal Investigator Dr. Daniel Wolf, the individual will be responsible for conducting informed consent/assent process, scheduling and preparing participants for study-related research visits, which include the collection of behavioral and clinical data, and brain MRIs. In addition the individual will be responsible for maintaining all study related records and working closely with other clinical coordinators on coordination and administration of research procedures. Other duties include maintaining accurate, complete and timely records, including source documents, consent forms, protocol documents, and regulatory documents, as required by IRB. She/he will also work on uploading data in relevant databases and accurately maintaining project databases and other participant related information. There may be opportunities for independent research projects, if desired, and the incumbent will have opportunities to participate in data analyses, scientific plans and manuscript preparation with the PI.

### Qualifications

Bachelor's degree in psychology, neuroscience, biology, or a related field and 1 to 2 years research experience; or equivalent combination of education and experience. The candidate must have strong organizational, communication and computer skills. Experience working with human research participants is preferred. The candidate will need to have availability for flexible scheduling including evenings and weekends.

### Duties:

- Help recruit and enroll research subjects
- Help obtain consent from research subjects
- Schedule and coordinate/conduct research MRIs
- Collect behavioral, questionnaire, and interview data
- Maintain all credentialing for Human Subject Research.
- Coordinate subject reimbursement for parking and compensation for participation in study.
- Schedule/coordinate/data entry into RedCap: behavioral questionnaires, clinical and cognitive scores
- Organize and QA MRI data
- Assist with IRB applications/renewals and reporting of adverse events
- Develop research materials (e.g., write analysis scripts, design questionnaires and recruitment flyers, etc)
- Assist with progress reports and manuscript preparation.

### Qualifications:

- Bachelor's Degree and 1-2 years of related experience or equivalent combination of education and experience required

- Experience in compliance/regulatory affairs with attention to detail
- Strong self-motivation to multi-task and quickly shift from one project to another depending on priority
- Excellent interpersonal and communication skills and confident and comfortable to work and talk with research subjects, including children and parents.

#### Preferred Skills:

- Experience conducting human subjects research
- Experience conducting MRI research in a research-oriented facility
- Strong computer and technical skills
- Excellent troubleshooting and problem-solving skills

A background check is required and the individual must pass Pennsylvania's Child Protective Services Act (also known as Act 73) background checks, within 30-90 days of employment. Position contingent on funding.

#### Working Conditions

Office, Library, Computer Room; MRI scanner; Requires extensive safety training

#### Physical Effort

Typically sitting at a desk or table; Occasional lifting 25 lb. or less

#### Job Location - City, State

Philadelphia, Pennsylvania Clinical Research Coordinator A

#### Department / School

Perelman School of Medicine

#### Pay Range

\$37,220.00 - \$48,000.00 Annual Rate

Salary offers are made based on the candidate's qualifications, experience, skills, and education as they directly relate to the requirements of the position, as well as internal and market factors and grade profile.

#### Affirmative Action Statement

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

#### Special Requirements

Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

#### University Benefits

- Health, Life, and Flexible Spending Accounts: Penn offers comprehensive medical, prescription, behavioral health, dental, vision, and life insurance benefits to protect you and your family's health and welfare. You can also use flexible spending accounts to pay for eligible health care and dependent care expenses with pre-tax dollars.
- Tuition: Take advantage of Penn's exceptional tuition benefits. You, your spouse, and your dependent children can get tuition assistance here at Penn. Your dependent children are also eligible for tuition assistance at other institutions.

- **Retirement:** Penn offers generous retirement plans to help you save for your future. Penn's Basic, Matching, and Supplemental retirement plans allow you to save for retirement on a pre-tax or Roth basis. Choose from a wide variety of investment options through TIAA and Vanguard.
- **Time Away from Work:** Penn provides you with a substantial amount of time away from work during the course of the year. This allows you to relax, take vacations, attend to personal affairs, recover from illness or injury, spend time with family—whatever your personal needs may be.
- **Long-Term Care Insurance:** In partnership with Genworth Financial, Penn offers faculty and staff (and your eligible family members) long-term care insurance to help you cover some of the costs of long-term care services received at home, in the community or in a nursing facility. If you apply when you're newly hired, you won't have to provide proof of good health or be subject to underwriting requirements. Eligible family members must always provide proof of good health and are subject to underwriting.
- **Wellness and Work-life Resources:** Penn is committed to supporting our faculty and staff as they balance the competing demands of work and personal life. That's why we offer a wide variety of programs and resources to help you care for your health, your family, and your work-life balance.
- **Professional and Personal Development:** Penn provides an array of resources to help you advance yourself personally and professionally.
- **University Resources:** As a member of the Penn community, you have access to a wide range of University resources as well as cultural and recreational activities. Take advantage of the University's libraries and athletic facilities, or visit our arboretum and art galleries. There's always something going on at Penn, whether it's a new exhibit at the Penn Museum, the latest music or theater presentation at the Annenberg Center, or the Penn Relays at Franklin Field to name just a few examples. As a member of the Penn community, you're right in the middle of the excitement—and you and your family can enjoy many of these activities for free.
- **Discounts and Special Services:** From arts and entertainment to transportation and mortgages, you'll find great deals for University faculty and staff. Not only do Penn arts and cultural centers and museums offer free and discounted admission and memberships to faculty and staff. You can also enjoy substantial savings on other goods and services such as new cars from Ford and General Motors, cellular phone service plans, movie tickets, and admission to theme parks.
- **Flexible Work Hours:** Flexible work options offer creative approaches for completing work while promoting balance between work and personal commitments. These approaches involve use of non-traditional work hours, locations, and/or job structures.
- **Penn Home Ownership Services:** Penn offers a forgivable loan for eligible employees interested in buying a home or currently residing in West Philadelphia, which can be used for closing costs or home improvements.
- **Adoption Assistance:** Penn will reimburse eligible employees on qualified expenses in connection with the legal adoption of an eligible child, such as travel or court fees, for up to two adoptions in your household.

To learn more, please visit: <https://www.hr.upenn.edu/PennHR/benefits-pay>

[Apply here!](#)