

# Clinical Research Coordinator

Psychology - Pennsylvania-Pittsburgh - (23009321)

This is a full-time Research Assistant position in the Department of Psychology at the University of Pittsburgh.

This position is responsible for the re-contacting and coordinating assessments of participants for a longitudinal project studying the effectiveness of a family-based intervention program from age 2 to 22 and 24 years of age. The Research Assistant will be responsible for conducting Zoom-based assessments, providing payment, trouble shooting, sending letters, and providing survey reminders to participants who will be completing surveys online at age 22 and then surveys and a psychiatric interview for the age 24 assessment, the latter beginning in the fall of 2024. Early Steps will be re-contacting a previously followed sample of young adults who have been asked to be part of our research activities for the past 20 years. Because the sample includes high-risk populations, the position demands a high level of interpersonal skill and professionalism and ease in working with young adults ages 22 to 24. For data collection, the candidate will need to be comfortable talking on the phone and texting participants as part of contacting them initially and maintaining ongoing contact. This position requires a high degree of flexibility and willingness to work some "odd hours" (e.g., evenings and weekends occasionally) to accommodate young adult participants scheduling needs.

## Job Summary

Conducts research assessments and procedures. Recruits, screens, and enrolls eligible participants in studies; escorts participants to research scanning sites. Updates databases for registry assessments and clinical trial forms.

## Essential Functions

Early Steps Multisite Project - recruitment and data collection

Conducting Early Steps remote assessments and managing data systems of all incoming information, updating participant contact info in REDCap database, outreach to unresponsive participants (including calling, texting, emailing, social media messaging, and mailings). Scheduling participants for phone interviews if unable to complete electronic surveys. Conducting phone and/or Zoom interviews with participants, participation in weekly team meetings. Tracking and providing Pittsburgh site report of data collected from previous week noting any discrepancies maintaining log of participant scheduling and survey completion troubleshooting participant survey and payment issues.

Participant retention, carrying out all necessary tasks related to locating and reaching out to participants who are unresponsive or have not been in touch with study for many years. These tasks include but are not limited to, sending hard-to-reach letters, using search systems to locate individuals and identify contact information such as phone numbers and addresses, calling contacts listed by participants in past years in

effort to update contact information and other assignments from coordinator to locate participants and inform them of study.

## **Physical Effort**

Position is mostly sedentary and does not routinely require heavy lifting. Individual should be able to lift files and be able to move about between offices. Position will require some driving of a University owned vehicle on occasion (i.e., a few times a year).

*The University of Pittsburgh is committed to championing all aspects of diversity, equity, inclusion, and accessibility within our community. This commitment is a fundamental value of the University and is crucial in helping us advance our mission, which includes attracting and retaining diverse workforces. We will continue to create and maintain an environment that allows individuals to discover, belong, contribute, and grow, while honoring the experiences, perspectives, and unique identities of all.*

*The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EOE, including disability/vets.*

*The University of Pittsburgh requires all Pitt constituents (employees and students) on all campuses to be vaccinated against COVID-19 or have an approved exemption. Visit [hr.pitt.edu/contact-ohr](https://hr.pitt.edu/contact-ohr) to learn more.*

**Assignment Category** Full-time regular

**Job Classification** Staff.Clinical Research Assistant I

**Job Family** Research

**Job Sub-Family** Clinical Research

**Campus** Pittsburgh

**Minimum Education Level Required** High School Diploma/GED

**Minimum Years of Experience Required** No experience required

**Will this position accept substitution in lieu of education or experience?** Combination of education and relevant experience will be considered in lieu of education and/ or experience requirement.

**Work Schedule** Monday - Friday variable

**Work Arrangement** On-Campus: Teams that work on campus, in an office, or in a lab.

**Hiring Range** TBD Based Upon Qualifications

**Relocation Offered** No

**Visa Sponsorship Provided** No

**Background Check** For position finalists, employment with the University will require successful completion of a background check

**Child Protection Clearances** The following PA Act 153 clearances and background checks are required prior to commencement of employment and as a condition of continued employment: PA

State Police Criminal Record Check, FBI Criminal Record Check, PA Child Abuse History Clearance.

**Required Documents** Resume

**Optional Documents** Not Applicable

[Apply Here!](#)