

**Department of Psychiatry Research Coordinator  
Job Description / PIs: Foss-Feig, Schiller**

**Position Available: Clinical Research Coordinator**

Seaver Autism Center for Research and Treatment

Department of Psychiatry

Icahn School of Medicine at Mount Sinai

*Great Opportunity for Future Psych or Neuroscience Research/Medical Career*

The Schiller and Foss-Feig labs in the Department of Psychiatry at the Icahn School of Medicine at Mount Sinai (ISMMS) seek to fill a Clinical Research Coordinator Position that focuses on human social and affective neuroscience in neurotypical and clinical populations, with a particular emphasis on autism. This is an exciting opportunity to combine naturalistic task design and computational modeling with neuroimaging in order to understand underlying mechanisms of social behavior. The position is associated with the Seaver Autism Center, a leading center for translational autism research, as well as with the Center for Computational Psychiatry, Friedman Brain Institute, and Mindich Child Health and Development, offering strong, collaborative research and clinical science communities and opportunities for professional development.

We are looking for highly responsible, organized individuals who are interested in continuing to pursue a medical, psychology, clinical genetics or professional clinical research career.

The research coordinator's primary responsibilities will include:

- Subject recruitment, screening, and scheduling for adolescents and adults with autism spectrum disorder as well as typically developing controls
- Acquiring and processing brain imaging (EEG, fMRI) and eye-tracking data in patient and control populations, including both operating hardware and software and managing participant behavior and comfort to optimize data quality during sessions
- Testing participants with standardized behavioral assessments (e.g., neuropsychological testing, sensory assessment batteries, self-report and caregiver questionnaires)
- Developing and piloting experimental stimuli and program code
- Managing and analyzing behavioral and imaging datasets
- Preparing and maintaining IRB protocols
- Collaborating with other research coordinators and investigators at the Seaver Center, the Center for Computational Psychiatry, and the Friedman Brain Institute to engage families in multiple studies and creating an organized participant flow and coordinated research experience
- Recruiting and supervising undergraduate interns in assisting with data management
- Assisting with grant preparation and submissions

Additional opportunities in which the research coordinated will be expected to participate:

- Seaver Seminar Series and Events (<http://icahn.mssm.edu/research/seaver/events>)
- Grand Rounds and other community lectures
- Observations of clinical assessments by psychiatrists and psychologists, including standardized autism assessments, psychiatric interviews, and medical histories

- Conference abstract submissions and presentations
- Secondary analysis of existing EEG, fMRI, and behavioral data sets for publication
- Manuscript preparation and submission

Interested applicants should hold a Bachelor's degree; be highly familiar and comfortable with widely available computer programs (i.e., Microsoft Word, Excel, Powerpoint); have a strong background in psychology, neuroscience, biological sciences, computer science and research design; have experience or interest working with adults with neurodevelopmental; have a strong interest in research and learning about etiology and the treatment of psychiatric disorders; and be able and willing to work with psychiatric patients in a professional and compassionate manner.

Potential opportunities available to successful applicants include presentations at international conferences; publication in major medical journals; networking among distinguished individuals within and outside the medical/psychology fields; exposure to a wide spectrum of psychiatric disorders and treatments; close collaboration with experienced research psychiatrists, clinical psychologists, neurologists, and statisticians.

Ideal start date for interested candidates is June 2024, and the position requires a two-year commitment. Interested applicants may email cover letter, resume or CV, two letters of recommendation, a transcript (unofficial is acceptable) and writing sample by April 11th to Arabella Peters and Abigaël Thinakaran to the Foss-Feig lab email: [Fossfeiglab@mssm.edu](mailto:Fossfeiglab@mssm.edu)