

Project Coordinator at the University of Pittsburgh

A project coordinator is needed to conduct an R01 NIMH grant funded research study examining neural sensitivity to social evaluation and suicidality and self-harm in adolescent girls.

- Recruit participants by serving as a clinical liaison for local inpatient, partial and outpatient clinics, prepare/distribute advertisements, monitor participant retention, and maintain schedule for on-call clinicians
- Conduct neuroimaging assessments and orient participants to EMA and passive data collection (e.g., practicing items in lab, assisting subjects in downloading and removing software on their phones)
- Monitor EMA, EARS and questionnaire quality and compliance and communicate with participants to troubleshoot technical or compliance issues
- Interact with the Institutional Review Board to prepare and modify protocols, consent forms, and reports as well as maintain regulatory binders and standard operating procedure binders to assure compliance with Governmental and University regulations
- Liaison to the CMU team and coordinate data transfer and billing with Pitt-CMU BRIDGE center

Preferred applicants will have:

- Two years of research experience
- Bachelor's degree (or pending degree this Spring) in Psychology or Neuroscience
- Previous experience working with children and adolescents
- Experience with one or more of the following methodologies: fMRI, eye tracking, ecological momentary assessment
- Experience with project management, data management, and/or programming
- Demonstrated leadership experience

The Dietrich School is committed to building a diverse staff. Excellent interpersonal skills and the ability to work effectively with a variety of individuals in a diverse community are required.

Job Summary

Assists with and adheres to Institutional Review Board (IRB) renewal, modification, and approved protocols. Recruits research subjects and conducts interviews and research assessments.

Essential Functions

Must be able to complete all necessary IRB trainings and provide Act 33/34 clearances in order to interact with research participants.

Physical Effort

The position is primarily sedentary, although walking to lab spaces in other buildings in Oakland will be required for conducting assessments.

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.

[Apply here!](#)

Assignment Category Full-time regular

Job Classification Staff.Clinical Research Coordinator I

Job Family Research

Job Sub-Family Clinical Research

Campus Pittsburgh

Minimum Education Level Required Bachelor's Degree

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 Variable, with flexibility for evening and weekend hours)

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

Hiring Range \$17.74 to \$22.17 per hour

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, Cover Letter

Optional Documents Not Applicable