

Research Assistant on the Mental Health Research Team at Franciscan's Children's Hospital

74761BR

Research-Research Administration

Job Posting Description

PROGRAM OVERVIEW

The Mental Health Research Team at Franciscan Children's, led by Dr. Kelly Zuromski, was established in 2014 to better understand and treat the mental health of children and adolescents, with a particular focus on reducing suicidal thoughts and behaviors. The Mental Health Research Team has research collaborations with several local institutions (e.g., Massachusetts General Hospital, McLean Hospital), with particularly close ties to the Nock Laboratory at Harvard University. Research Assistants on the Mental Health Research Team will have access to additional training opportunities and resources through these ongoing collaborations.

JOB SUMMARY

Under the direction of the Director of Research, the Research Assistant will support the conduct of a research study funded by the National Institute of Mental Health focused on developing a smartphone-based intervention for suicidal youth.

KEY RESPONSIBILITIES

1. Carry out research activities per the IRB approved study procedures including, but not limited to:
 1. Identify and recruit participants into research studies.
 2. Obtain permission/consent/assent from parents and study participants.
 3. Collect study-related data from participants, including clinical interviewing.
 4. Ensure participants are completing study surveys and contacting them to maintain high compliance.
 5. Manage participant reimbursement.
2. Interact with the hospital clinical staff to ensure research fits into clinical workflows.
3. Participate in data management activities including, but not limited to: data entry, validation, coding, and dataset finalization.
4. Assist with IRB submissions and modifications.
5. Assist with literature reviews, manuscript and report development, and preparation for meetings and presentations, as applicable.
6. Maintain office documents and study records.
7. Attend meetings with the Director, to maintain currency on potential and ongoing projects.

EDUCATION & EXPERIENCE

1. Bachelor's degree (required) in a related field (preferred).
2. Experience working with adolescents and their parents preferred.

JOB TRAINING/KNOWLEDGE, SKILL AND ABILITIES

1. Professional and accountable.
2. Detail-oriented.
3. Strong interpersonal skills and ability to effectively communicate with a wide range of individuals, including adolescent patient and parent populations.
4. Basic understanding of the principles of clinical research.
5. Strong written and verbal communication skills
6. Ability to work independently and as part of a team.
7. Experience with Excel and PowerPoint; experience with database management software (REDCap or Qualtrics) preferred.

8. Experience and basic knowledge of coding in R, Python or Matlab and HTML and Javascript preferred.
9. Comfortable with technology (e.g., troubleshooting technological issues, connecting devices, etc.) preferred.

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