

## Job Description

### Clinical Research Coordinator - (3167843)

#### Description

#### GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Department of Psychiatry at MGH seeks a Clinical Research Coordinator (CRC) II to work on a longitudinal birth cohort study that enrolls adults with and without major depressive disorder (MDD). The project's primary goals are to (1) evaluate the roles of hormones and genes in the understanding of sex differences in brain circuitry implicated in depression; (2) assess the impact of non-invasive neuromodulation of the stress response circuitry and physiology in MDD patients.

The CRC will work within the Clinical Neuroscience Laboratory of Sex Differences in the Brain (<http://cnl-sd.mgh.harvard.edu>). We investigate sex differences and early risk factors for psychiatric and related disorders. Projects focus on the roles of adrenal and gonadal hormones, genes, and inflammatory factors in understanding sex effects in depression and its comorbidity with cardiometabolic outcomes. We conduct structural and functional brain imaging studies, combined with neuroendocrine evaluations, psychophysiology, and genetics. A key element of this position involves contact with human research subjects (adults 18+), so we are seeking candidates who enjoy and are comfortable interacting with various populations.

We work within a team approach, and have an extensive training program and continuous supervision. The CRC will be systematically trained in functional magnetic resonance imaging (scanning and data analyses), data processing of physiological signals (electrocardiogram, respiration, blood pressure), administration of surveys and cognitive testing, and the day-to-day operations of the studies. A two-year commitment is required. Please include a cover letter when applying.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for conducting physiologic tasks, neuroimaging (with supervision), and administrative work associated with running the study
- Collects & organizes participant data
- Maintains records and databases
- Assists with recruiting and schedules research participants
- Verifies accuracy of study forms
- Documents participant visits and procedures
- Assists with regulatory binders and QA/QC procedures
- Conducts interviewing and testing of study participants
- Administers and scores questionnaires
- Provides basic explanation of study; obtains informed consent from subjects
- Uses software programs to generate graphs and reports related to preparation of presentations and manuscripts
- Performs administrative and other support duties as required

**SUPERVISORY RESPONSIBILITY** (if applicable):

- A Clinical Research Coordinator I does not have any supervisory responsibility.
- A Clinical Research Coordinator II may assist with the training and orientation of new staff members.

**Qualifications****EDUCATION:**

- Bachelor's degree in neuroscience, psychology, psychobiology, or related discipline required.

**EXPERIENCE:**

- Some knowledge of neuroanatomy is preferred and an interest in psychology and neuroscience required.
- Good technical and communication skills necessary; aptitude for computerized data analyses required.
- Experience in or knowledge of the following areas is preferred: human subjects research, mental health programs, imaging procedures, signal processing.
- Proficiency in computer skills, experience in coding or use of MATLAB a plus

**SKILLS/ABILITIES/COMPETENCIES REQUIRED:**

- Excellent organizational/time management skills and close attention to detail
- Ability to work both independently and in team settings
- Excellent interpersonal skills, both in person and over the telephone
- Comfort working with diverse populations
- Must have exceptional oral and written communication skills
- Knowledge of or prior experience with IRB processes is desirable
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

**Primary Location** USA-MA-Charlestown

**Work Locations**

73 High Street  
Charlestown 02129

**Job** Clinical

**Organization** Massachusetts General Hospital(MGH)

**Schedule** Full-time

**Standard Hours:** 40

**Shift** Day Job

**Employee Status** Regular

**Recruiting Department:** MGH Psychiatry

**Posting Date** Sep 3, 2021