

Center for Addiction Medicine – Clinical Research Coordinator II

We are seeking an individual interested in an interdisciplinary role as a research assistant at the MGH Center for Addiction Medicine. The research assistant's primary responsibility will be serving as the coordinator on neuroimaging research studies. Working independently and with minimal supervision, he or she will be responsible for patient scheduling and recruitment as well as all subject-oriented study procedures, such as the administration of psychiatric scales and testing protocols, collection and analysis of neuroimaging data, administrative duties related to the careful operation of study protocol, and programming and quality assurance of database and computer task paradigms. The coordinator will also participate in orienting, training, and supervising junior staff.

Specific responsibilities include:

- Recruit and schedule subjects for participation.
- Produce and maintain all documentation for the Institutional Review Board.
- Perform primary data collection at study visits, including neuropsychological testing and running fMRI scans and computer tasks. Maintain all related data.
- Neuroimaging data processing and analysis
- Purchase or reimburse for all supplies required for the study; monitor study inventory.
- Collect and maintain subject information database for study using the RedCAP (Research Electronic Data Capture) or other data capture programs. Perform quality assurance checks on database.
- Assist with data analysis and manuscript preparation.
- Prepares study reports, annual reviews, adverse event reports, and study document modifications.

This is an excellent research opportunity for someone interested in graduate school in cognitive neuroscience, psychology, medicine, computer science, or related fields.

Requirements:

The position requires excellent organizational skills, good interpersonal skills, strong quantitative skills, attention to detail, the ability to prioritize multiple tasks and handle fluctuating priorities and deadlines, good communication skills, the ability to work independently as well as with others, and an interest in the work of the Center for Addiction Medicine, as well as a willingness and ability to learn, and interest in working with human research participants, and a diverse research team including psychiatrists, psychologists, neuroscientists, imaging scientists, a team of research assistants/coordinators, and support staff. Strong computer skills are required. Familiarity with a wide variety of software tools for data collection and analysis such as: Python, Matlab, PsychoPy, FSL, Freesurfer, SPSS, R, or shell scripting is beneficial.

Bachelor's degree in psychology, neuroscience, premedical sciences, computer science, or

related science, and strong quantitative and technical skills.

One year of previous paid research experience is required.

To apply please visit the Massachusetts General Hospital Career Opportunities website (www.mghcareers.org) and search for Job ID 2266032. Please contact Vanessa at vcalderon1@mgh.harvard.edu with any questions.