The Depression Clinical and Research Program at Massachusetts General Hospital in Boston is currently looking to fill a research coordinator as well as administrative research coordinator to start in June 2014. The position is full-time, lasts through June 2016 and may be of interest to people considering careers in clinical psychology or medical school. More info in enclosures.
Sincerely,
Angela Pisoni

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Administrative Research Coordinator Position

The Depression Clinical and Research Program is part of the Outpatient Psychiatry Division of the Massachusetts General Hospital. The Program is investigating the efficacy and safety of treatments for Major Depressive Disorder while seeking to learn more about the causes and course of this disease. If you would like to read more about the program, please visit our website at www.massgeneral.org/depression.

The Administrative Research Coordinator’s main responsibility will be the management of all pre- and post-award funds within the Program. They will process payments for all program costs, manage salary sources for employees, and establish budgets for the program as a whole. The ARC will work closely with the Director of the Program, and will be responsible for NIH and industry grant preparation for all staff psychiatrists, psychologists, and fellows.

The ARC will also have an opportunity to manage and coordinate clinical studies as a member of the research team. This involves screening patients for study eligibility, data entry and analysis, manuscript preparation, and clinical laboratory work such as phlebotomy and EKG administration. All Research Coordinators work closely with the physicians and psychologists on staff in managing patient care throughout the studies.

Applications are being accepted for the position with a starting date of late May 2014. A two year commitment is desirable, as the program follows a two year rotation. Qualified applicants must have a bachelor’s degree and strong writing and organizational skills. Post-bachelor’s experience in finance and clinical research, and/or hospital administration is preferred but not required. This position will provide invaluable experience and knowledge in all stages of clinical research, from initial grant submissions to the implementation of funded research projects. It is ideal for individuals interested in pursuing graduate study in the fields of public health, clinical research, psychology, or medicine.

We request a resume and cover letter outlining your reasons for applying and the strengths you would bring to the position. The deadline for receiving applications is March 1st, 2014. However, applications and interviews are considered on a rolling basis. Please sign onto massgeneral.org/careers and upload your resume and cover letter as a single document to job ID# 2250335.
RESEARCH COORDINATOR

POSITION

The Depression Clinical and Research Program is part of the Outpatient Psychiatry Division of the Massachusetts General Hospital. The Program is investigating the efficacy and safety of treatments for Major Depressive Disorder while seeking to learn more about the causes and course of this disease. One of the available Research Coordinator positions will also involve some collaborative work in Addiction Medicine, investigating the efficacy and safety of treatments for smoking cessation. If you would like to read more about our program, please visit our website at www.massgeneral.org/depression.

Research Coordinators are responsible for managing and coordinating the clinical studies as members of the research team. This involves screening patients for study eligibility, data entry and analysis, manuscript preparation, grant writing, and clinical laboratory work such as phlebotomy and EKG administration. Research Coordinators will work closely with the physicians and psychologists on staff in managing patient care throughout the studies.

Applications are being accepted for the position with a start date between late May and early June 2014. A two-year commitment is desirable, as the program follows a two year rotation. Qualified applicants must have a bachelor's degree and strong writing and organizational skills. Psychology, sociology, and premed majors are encouraged to apply, but all are welcome. Prior research or clinical experience is strongly recommended.

This position will provide invaluable experience for anyone interested in pursuing graduate study in the fields of psychology, public health, or medicine.

We request a resume and cover letter outlining your reasons for applying and the strengths you would bring to the position. Also, if you are interested in the position involving work in smoking cessation, indicate so in your cover letter. Please sign onto massgeneral.org/careers and upload your resume and cover letter as a single document to job posting # 2250334.