Program Coordinator (Full-Time)

The Center for Anxiety and Traumatic Stress Disorders and Complicated Grief Program at the Massachusetts General Hospital in Boston is accepting applications for a Program Coordinator position. For more information about our program, please visit www.mghanxiety.com.

The Program Coordinator generally devotes half of his/her time to managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress-related disorders.

Responsibilities include:
- Study initiation and maintenance
- Preparation and modification of ethics committee proposals
- Recruitment, screening, and monitoring of patients involved in study protocols
- Data entry and analysis
- Measurement of vital signs, administration of ECG, and phlebotomy (no prior experience necessary).
- Assistance with presentations and manuscript preparation

He/she devotes the other half of his/her time to program oversight-related administrative duties, including budget management, advertising, grant preparation, and maintenance of program billing, salaries, and hiring.

Qualified applicants must have achieved a B.A. or B.S. in Psychology or a related field and should have prior research and administrative experience. Applicants must be available for the two-year positions starting in late May/early June 2016. This position offers valuable clinical research experience in preparation for applying to graduate school in clinical psychology or medical school.

To apply, please send your cover letter, résumé (including GPA), and unofficial transcript to Ben Kovachy (bkovachy@partners.org). Applicants are advised to apply by February 1, 2016. If the positions remain available, we will review applications submitted after that date.