

Research Coordinator

The **Research Coordinator** will be responsible for managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress related disorders. Applicants must be available to start the position in Summer 2018.

Responsibilities

- Manages federally-sponsored and privately-funded research on the etiology and treatment of anxiety, traumatic stress disorders, and complicated grief, including oversight of research data, organization of regulatory binders, and management of study databases
- Serves as the liaison between the Principal Investigator and Institutional Review Board. Responsibilities include preparing and modifying ethics committee proposals and communicating with the IRB regarding ongoing studies
- Designs and manages advertisement campaigns to recruit specific populations for research studies
- Performs data entry, cleaning, and analysis
- Conducts literature reviews for grant submissions and ongoing research work at the center
- Assists in dissemination efforts on finding of research studies, including preparation of posters, presentations, and manuscripts
- Conducts phone interviews to assess fit with study inclusion/exclusion criteria and match participants to studies for initial screening visit
- Observe and assist with treatment groups, as necessary for ongoing treatment studies
- Provides referrals for patients who do not qualify for current research studies
- Acts as the primary research contact for patients enrolled in studies
- Manage patient charts and visit schedules
- Administers laboratory tests, including vital signs, electrocardiogram, urine toxicology, and phlebotomy
- Collects and processes patient blood and saliva samples

Qualifications

- To qualify you must have a BA or BS in psychology or related field
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting.
- Excellent interpersonal skills for work in collaborative research environment and with clinical population
- Attentive to detail and flexible in fast-pace work environment
- Exceptional organizational and time-management skills
- Statistical knowledge and experience with data management and analysis
- Competency in Microsoft Office, as well as standard statistical analysis tools
- Proficient written and verbal communication skills
- *Prior experience working in research laboratory or related clinical setting preferred*

Interested applicants should email the program coordinator, Rebecca Lubin, at Rebecca.Lubin@nyumc.org with their cover letter and curriculum vitae or résumé.