

Program Coordinator (Full-Time)

The Center for Anxiety and Traumatic Stress Disorders and Complicated Grief Program (CATSD) at the Massachusetts General Hospital in Boston is accepting applications for a Program Coordinator position. The center conducts state-of-the-art research aimed at improving the standard of care for people suffering from anxiety disorders. Our faculty and staff of psychiatrists and psychologists explore the mechanisms and treatment of anxiety, stress, and grief related disorders, including Panic Disorder, Social Anxiety Disorder, Generalized Anxiety Disorder, Post-Traumatic Stress Disorder, and Complicated Grief (for more information see: www.mghanxiety.com).

The **Clinical Research Coordinator (CRC)** at the CATSD will act as Program Coordinator and be responsible for managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress related disorders at the Center for Anxiety and Traumatic Stress Disorders (CATSD). As part of the typical research duties and responsibilities, the CRC:

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Assists with recruiting patients for clinical trials
- Obtains patient study data from medical records, physicians, etc.
- Conducts library searches
- Verifies accuracy of study forms
- Updates study forms per protocol
- Documents patient visits and procedures
- Assists with regulatory binders and QA/QC procedures
- Assists with interviewing study subjects
- Administers and scores questionnaires
- Provides basic explanation of study and in some cases obtains informed consent from subjects
- Performs study procedures, which may include phlebotomy.
- Assists with study regulatory submissions
- Writes consent forms
- Verifies subject inclusion/exclusion criteria
- Performs administrative support duties as required

The CRC will also have unique responsibilities, including program oversight-related administrative duties, grant preparation, budget management, advertising, and maintenance of program billing, salaries, and hiring. Applicants should be available to start the position in late **May/early June 2018**.

Qualified applicants must have achieved a Bachelor's degree in Psychology or a related field. Applicants must have at least 1 year of directly related work experience. Prior relevant coursework, research experience, and/or volunteer work is strongly preferred.

To apply,

1. Go to this url: <http://www.massgeneral.org/careers/viewall.aspx>
2. Click "view and apply for open positions" under "External Applicants"
3. Under the Job Search tab, please type **3055721** in the "job number" search box.
4. Please select the position by clicking on the text "Clinical Research Coord. I" on the left.
5. Click "apply online." You will then need to register and follow the application instructions.
6. Make sure to upload your CV, cover letter, and transcript