



**Position:** Clinical Research Coordinator – Boston Shoulder Institute and the MGH Shoulder Service, at the Massachusetts General Hospital

**Location:**

Massachusetts General Hospital – Yawkey Center for Outpatient Care, Boston, MA  
Mass General Waltham, Waltham, MA

**Position Type:** Full-time, one-year appointment

**Boston Shoulder Institute:**

The mission of the Boston Shoulder Institute is to provide regional, national, and international leadership in the advancement of care for problems affecting the shoulder. This mission is based on advancement of knowledge through research, improvement of care through education of physicians, and clinical management of all problems affecting the shoulder.

The Boston Shoulder Institute was formally organized in the spring of 1998. It is based at the Massachusetts General Hospital. The goal of the Boston Shoulder Institute is to be the preeminent shoulder center in the world.

**Job Description:**

This full-time position is best suited for recent college graduates interested in pursuing a career in medicine. The applicant should have a strong academic record; must be creative, self-driven, and reliable; and must be motivated to learn. A background in statistics is useful but not necessary. The position offers the opportunity for education and hands-on learning in the medical field.

Research assistants work closely with Dr. Jon J.P. Warner, Dr. Bassem Elhassan, Dr. Ryan Lohre and Dr. Evan O'Donnell and Boston Shoulder Institute Fellows. A typical week may consist of 1-2 days in the OR, 1-2 days in clinic, and 1-2 days in the office. Surgical cases include total shoulder arthroplasty, reverse shoulder arthroplasty, rotator cuff repair, labral repair, and tendon transfers. Research assistants will need to commute to both locations (Boston and Waltham) for the duration of the position.

In addition, the research assistant will help physicians both in the clinic and in the operating room. Research assistants experience the clinical, operative, and academic aspects of medicine. Past research assistants have all been integral parts of projects that ended with them being published authors in peer-reviewed orthopedics journals.

Furthermore, an aspect of the position may include working with Quality and Safety at MGH.

**Questions about the job** can be directed, via email, to the current research coordinator, Sarah Koljaka ([skoljaka@mgh.harvard.edu](mailto:skoljaka@mgh.harvard.edu)).

**Responsibilities:**

- Supporting physicians with ongoing studies, projects, videos, papers, and presentations
- Managing a large surgical database, including entering patient and surgical data and coordinating patient follow-up
- Recruiting patients and collecting data for research studies
- Recording pre-operative and post-operative examinations, as well as various surgeries
- Gathering references and images, editing and formatting research papers
- Managing and updating the Boston Shoulder Institute website ([www.bosshin.com](http://www.bosshin.com))
- Drafting Institutional Review Board (IRB) protocols for research studies
- Involvement in many parts of the clinical research process

**Application Deadline:**

March 31th, 2024

**To Apply:**

**Please prepare and submit a resume, cover letter, unofficial transcript, and at least ONE letter of recommendation for your application.**

Please submit your **resume, cover letter, and unofficial transcript** to the form linked [here](#).

Please request your recommender(s) to email your letter(s) *directly* to Sarah Koljaka ([skoljaka@mgh.harvard.edu](mailto:skoljaka@mgh.harvard.edu)). You may reach out to Sarah with any questions regarding the application.

**Note: We will be reviewing applications as they are received.**