

## **Massachusetts General Hospital – Center for Women’s Mental Health**

### *Clinical Research Coordinator Position Announcement*

#### **Program Description:**

The Center for Women’s Mental Health is a clinical and research program within the Department of Psychiatry at Massachusetts General Hospital. Our Program is dedicated to the evaluation and treatment of psychiatric disorders associated with female reproductive function. The Center provides a range of clinical services to women which include consultation regarding the use of psychiatric medications during pregnancy, treatment for postpartum mood and anxiety disorders, treatment for premenstrual syndrome, and treatment of menopause related mood and anxiety symptoms, sleep disorders, and hot flashes. The goal of our research division is to examine a wide range of questions which affect the lives of women with psychiatric conditions. Our research projects mirror the span of our Center’s clinical expertise. Please visit our website for more information:

[www.womensmentalhealth.org](http://www.womensmentalhealth.org).

#### **Responsibilities:**

The research coordinators in our program are each assigned 1-2 active research projects and are responsible for the implementation of those projects under the guidance of the principal investigator(s) and the supervision of a senior research coordinator.

The research coordinators are primarily responsible for the following research activities:

- Conducting research visits with study patients and study clinicians
- Managing the recruitment, screening, and enrollment of research patients
- Administering psychiatric assessments
- Data collection and entry, and database management
- Preparation and submission of research protocols to the IRB
- Ensuring compliance with the Partners IRB and other federal and institutional guidelines
- Periodic special projects, such as a grant submission or a journal article submission
- Phlebotomy and specimen preparation (a phlebotomy course is offered at MGH)

#### **Work Environment:**

Currently, our group is made up of seven research coordinators, a project manager, program coordinator, program manager, biostatistician, psychologist, and 11 psychiatrists. Two of our psychiatrists, the Director and the Associate Director, are principal investigators. Our Associate Director of Cognitive & Behavioral Services is a clinical psychologist and principal investigator. The research coordinators work closely with the principal investigators and meet twice weekly as a group to review study progress. This is a full-time hourly position with a 9:00-5:30 workday and a ½ hour unpaid lunch. Our Program is in the Simches Research Building in a combined administrative and clinical space. Currently the team is on-site four days a week and working one day remotely.

#### **Qualifications:**

We are looking for candidates who possess at least a bachelor’s degree. At least one year of research experience (paid or un-paid) is preferred. Annual compensation for this full-time position will start at \$45,000 per year, and benefits are available. Candidates who can start in May or early June of 2024 are preferred. A two-year commitment is strongly preferred.

#### **Skills:**

- Critical thinking skills and ability to independently resolve problems
- Careful attention to details
- Time management and ability to prioritize
- Written and verbal communication skills
- Microsoft Office and general computer literacy
- Data management and analysis knowledge is advantageous, though not required