Role: Clinical Research Coordinator

Start Date*: Spring 2024*
Salary Range: $45,864 - $62,000

The Brain Injury Research Center of Mount Sinai (BIRC-MS) conducts cutting-edge research focused on addressing the challenges of living with traumatic brain injury (TBI). We have a strong legacy of evaluating the effectiveness of behavioral and other interventions designed to improve the cognitive, emotional and behavioral functioning of people with brain injuries. Since 1987 the BIRC-MS has made seminal contributions to the state of the science with respect to long-term outcomes of TBI, as well as approaches to improving health and life quality after injury. Our work is funded by the National Institutes of Health (NIH), the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), the Centers for Disease Control (CDC), the Patient Reported Outcomes Research Institute (PCORI) and the Department of Defense (DoD). For more information about our current studies, which include several clinical trials and translational projects on long-term outcomes after TBI and sports concussion, please visit https://icahn.mssm.edu/tbicentral.

The Clinical Research Coordinator in the BIRC-MS is responsible for the coordination and implementation of one or more research projects and assists in the daily activities of the clinical research center. A successful candidate has excellent interpersonal communication and writing skills, a professional demeanor, is organized, motivated, able to work independently and collaboratively, and is detail-oriented. **Preference will be given to individuals who will be available for 2 years**. Opportunities for promotion and job growth exist for those who are interested in developing a career in clinical research.

Individuals from diverse and under-represented backgrounds are strongly encouraged to apply. Individuals who speak **Spanish** are strongly encouraged to apply.

Primary Duties and Responsibilities include:

Research/Data Management
- o Assist in the activities related to clinical research studies including but not limited to: answering phone calls, screening participants for eligibility, registering subjects with sponsoring agency, administering questionnaires or cognitive tests.
- o Obtain informed consent and educate participants regarding study requirements
- o Lead the data collection in clinical research studies this includes but is not limited to screening, clinical data collection, neuropsychological test administration, and other standardized testing
- o Administer and score a range of neuropsychological, intellectual, and psychological assessment instruments
- o Recruitment and relationship development with community organization
- o Ensure participant retention throughout all studies
- o Assist on new grants, protocols and human subjects approvals across multiple study sites; prepare and submit grant progress reports (quarterly, yearly)
- o Prepare new protocol submissions, protocol amendments, and renewals of ongoing research studies
- o Summarize data gathered in clinical research studies (e.g., run basic descriptive statistics on study data)
- o Create study databases using simple systems (e.g., REDCap, Survey Monkey), assist in data capture, data extraction and simple analysis

- Develop, maintain and implement procedures for data entry, data cleaning, documentation and other related tasks; Identify and recommend solutions to data management issues
- Maintain knowledge of the current regulations and technologies related to data management

REQUIREMENTS

- At least a Bachelor's degree in Psychology or related field
- Exceptional interpersonal skills with the ability to interact patiently and tactfully with cognitively impaired patients and research subjects
- Strong communication skills (oral and written)
- Experience working with human subjects regulatory offices, and with grants and contracts offices
- Prior experience with grant management, progress reporting, and oversight of federally funded grants
- Excellent database management skills
- Proficiency in Windows Suite programs (Excel, Word, Access, Publisher)
- Proficiency in Google Drive programs (Sheets, Pages, Slides, etc.)
- Excellent analytic, troubleshooting, organizational and time management skills
- Familiarity with Trello Software (web-based project management application) a plus
- Proficiency with REDCap, eRAP, Endnote a plus

Interested candidates should send to Amanda Watsula: amanda.watsula@mountsinai.org

1. **Resume**
2. **Cover letter**
3. **Writing Sample**
4. **Contact information for TWO individuals who are willing to serve as professional references**