

Clinical Program Coordinator

The **Clinical Program Coordinator** will be responsible for managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress related disorders. S/he will also be responsible for program oversight-related administrative duties, including budget management, advertising, grant preparation, and maintenance of program billing, salaries, and hiring. Applicants must be available to start the position in **June 2019**.

Administrative Responsibilities:

- Assists the director with program oversight, including the tracking, forecasting, and managing of center-wide and grant-specific budgets
- Manages and coordinates with administrative offices on salaries, hiring, new hire training, and other administrative tasks
- Prepares federal and foundation grant applications, in collaboration with research investigators and the grants management office at NYU School of Medicine
- Tracks and drafts reports for submission to the NIH and other funding organizations, assuring compliance and professional communication with grant sponsors
- Serves as the point person on day to day administrative tasks and concerns, under the supervision of the director

Research 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 findings of research studies, including preparation of posters, presentations, and manuscripts

Clinical Responsibilities

- 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. A MA or MS in psychology or related field is preferred.
- 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-paced 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, unofficial transcript, and curriculum vitae or résumé.