

Description

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Women's Hormones and Aging Research Program (WHARP) is a clinical and translational research program within the Department of Psychiatry at Brigham and Women's Hospital (BWH) that is also affiliated with the Dana Farber Cancer Institute Department of Psychosocial Oncology and Palliative Care. Our program conducts a series of studies focused on the hormonal and neural basis of depression, sleep disturbance, hot flashes, and metabolism. Areas of interest include the mechanisms underlying menopause-related symptoms in healthy women and in breast cancer patients, as well as the treatment and impact of these symptoms on quality-of-life and tolerability of anti-estrogen cancer treatments. More information can be found on the WHARP website, www.brighamwharp.org.

The research program comprises the Principal Investigator (who is also the Executive Director of the Connors Center for Women's Health and Gender Biology and the Vice Chair of Research for the Department of Psychiatry at BWH), Clinical Research Psychologists and Psychiatrists, a Senior Project Manager, Research Coordinators, and volunteer Trainees. The CRC1 will be an instrumental part of the team, learning to conduct the day-to-day implementation of clinical research protocols, as well as how to contribute to data analyses, study start-up processes, regulatory management, and, possibly, assistance with abstract and manuscript preparation. S/he will work closely with the rest of the WHARP team under the guidance of the Senior Project Manager and the Principal Investigator.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The CRC1 is primarily responsible for the following activities:

- Learning to manage the recruitment, screening, and enrollment of research participants
- Conducting research visits with study participants and study clinicians
- Administering assessments of psychological, sleep, and other symptoms
- Setting up, downloading, and analyzing symptom monitoring equipment
- Rotating responsibility with other CRCs to lead weekly lab meetings
- Collecting and entering data into electronic databases
- Assisting with compliance with the Partners IRB and other federal and institutional guidelines
- Assisting with literature reviews and reference management for grant submissions

Qualifications

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Meticulous attention to detail
- Strong organizational & communication skills
- Professional writing skills
- Demonstrated leadership and passion for being pro-active in getting tasks completed
- Strong critical thinking & problem-solving skills

- Computer and technological literacy
- Working knowledge of literature searches & using reference management software
- Knowledge of clinical/psychological research and Good Clinical Practice
- Ability to work both independently and as a member of a close-knit team

EDUCATION: Specify minimum education and clearly indicate if preferred or required

- Bachelor's degree is required.

EXPERIENCE: Specify minimum creditable years of experience and clearly indicate if preferred or required

Required:

- Experience with PowerPoint and Excel.
- Experience with data collection, preferably in clinical setting.

Preferred:

- Prior experience working or volunteering in a large, academic research center.
- Experience with clinical/psychological research, including recruiting research participants and using electronic data management software.
- Graphic design or print layout skills (such as designing visually-appealing flyers, websites, brochures, etc.)
- Interest in 2-year commitment

Please provide a cover letter addressing your interest in this specific position and your future goals along with your resume in your application.

EEO Statement

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Brigham and Women's Hospital is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Primary Location

: MA-Boston-BWH Longwood Medical Area

Work Locations

:

BWH Longwood Medical Area

75 Francis Street

Boston 02115

Job

: Clinical

Organization

: Brigham & Women's Hospital(BWH)

Schedule

: Full-time
Standard Hours: 40

Shift

: Day Job

Employee Status

: Regular
Recruiting Department: BWH Psychiatry

Job Posting

: Feb 6, 2019