

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 CRC2 will be an instrumental part of the team, conducting the day-to-day implementation of several research protocols, as well as contributing to data analyses, study start-up processes, regulatory management, and 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 CRC2 is primarily responsible for the following activities:

- Managing 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
- Rotate responsibility with other CRCs to lead weekly lab meetings
- Data collection, entry, and analysis
- Assistance in abstract and manuscript preparation for submission
- Ensuring compliance with the Partners IRB and other federal and institutional guidelines
- Assistance with 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
- High degree of computer and technological literacy
- Working knowledge of data management & reference management software
- Working 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

- A bachelor's degree is required.

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

Required:

- A minimum of one year of clinical research work experience post-college graduation
- Intermediate or advanced skills using PowerPoint and Excel
- Demonstrated experience with accurate, efficient data collection, entry, and analysis

Preferred:

- Prior experience working in the Partners Healthcare system
- Experience with REDCap, Graphpad PRISM, or Partners regulatory systems
- Graphic design or print layout skills (such as designing visually-appealing flyers, websites, brochures, etc.)
- Interest in 2-year commitment

EEO Statement

EEO Statement:

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

