



Behavioral Medicine Program
Department of Psychiatry
Massachusetts General Hospital
One Bowdoin Square, 7th Floor
Boston, Massachusetts 02114

Kristen Regenauer, B.A.
Clinical Research Coordinator II
Behavioral Medicine Program
kregenauer@mgh.harvard.edu
Tel: 617-724-0637

February 4th, 2019

To Whom It May Concern,

The Behavioral Medicine (BMED) Program in the Department of Psychiatry at Massachusetts General Hospital is seeking a clinical research coordinator (CRC). The BMED Program is a multidisciplinary group with a longstanding commitment to conduct clinical research focused on developing, validating and disseminating psychosocial interventions that prevent and treat chronic illness. The CRC will be responsible for assisting with a variety of behavioral intervention studies focused on the treatment and prevention of HIV both domestically and abroad. The CRC may collaborate with other members of the research team, faculty, and staff of the BMED Program, but will also be expected to take initiative and work well independently. Due to the time-or deadline-sensitive nature of many projects, the pace of work may be demanding at times. Other projects are long-term and require constant attention to prioritization.

In addition to assisting with project management, the CRC will also have a significant role with grant administration. Specifically, the CRC will help create and edit grant application budgets, create/edit/format documents for grant applications, learn grant application systems, and upload applications. Finally, the CRC will also have various administrative tasks, such as corresponding with the IRB and funders, ordering supplies, and handling expenses.

This position offers valuable research experience in clinical psychology research, health psychology research, and global/public health research. It is an ideal position for people looking to apply to graduate school in clinical psychology or a related field. Ideal applicants will demonstrate, preferably through prior experience, a strong interest in pursuing clinical psychology and/or mental health research. Applicants focused on behavioral medicine, HIV, substance use, health psychology, public health, and/or mental health in global settings are strongly encouraged to apply. The applicant should be comfortable working with diverse issues related to sexuality, gender, drug use, and mental health.

Job responsibilities may include:

- Managing multiple projects simultaneously
- Creating and managing Institutional Review Board (IRB) applications
- Assisting with NIH and foundation grant applications
- Assisting with manuscript preparation
- Recruiting, screening, and enrolling study participants

The following competencies are required for this position:

- Strong organizational skills
- Ability to work well with a diverse group of individuals
- Attention to detail
- Ability to concurrently handle multiple projects
- Strong communication skills

Interested applicants should apply directly through the MGH application portal. Please contact Ms. Kristen Regenauer via email for further information.

Official Job Posting: <https://partners.taleo.net/careersection/ghc/jobdetail.ftl?job=3084999&tz=GMT-05%3A00>).