The Promoting Adolescent School Success (P.A.S.S.; http://pass.vcu.edu) research group in the Virginia Commonwealth University (VCU) Department of Psychology is recruiting to fill a full-time Study Coordinator position. The anticipated start date is June, 2018. The duties and responsibilities of this position are to organize and oversee the day-to-day operations of a federally funded research study titled “Longitudinal Evaluation of the Impact of Sleep on the Academic and Social Functioning of Adolescents with and without ADHD” (Institute of Education Sciences – R305A160126; PIs Langberg/Becker - https://psychology.vcu.edu/people/faculty/langberg-1.html. This is a multi-site study which includes the collection of subjective and objective measures of sleep, symptoms, and functioning at five timepoints across the transition from middle to high school for 300 participants (150 ADHD and 150 comparison). The study coordinator plays an integral role in assuring that the study objectives are met and are accomplished within the specified timeframe. The coordinator is responsible for organizing, scheduling, and helping to administer all of the study follow-up evaluations. The coordinator is also responsible for tracking and assisting with participant retention activities and reporting weekly to the PI on progress towards goals. In addition, the coordinator is responsible for all aspects of data collection, including ensuring that rating scales are administered to parents, teachers, and students and are completed, scored, and entered within the expected timeframe.

The position will provide the employee with extensive training and experience interacting with youth with ADHD and their families and implementing and publishing research studies. The P.A.S.S. research group has many on-going and recently completed studies that the coordinator may collaborate on, including school-based intervention randomized controlled trials with middle, high school, and college students with ADHD. The candidate will have the opportunity to develop independent research questions, learn to analyze data, and to present findings at conferences and through publication. This position would be ideal for an individual with a long-term goal of completing graduate training in psychology.

Qualifications

The position requires excellent writing skills; initiative, flexibility, the ability to work independently, and strong interpersonal and organizational skills. Specific requirements:

- Bachelor’s degree in psychology or equivalent combination of education & experience
- 2-year commitment (e.g., apply to graduate school at beginning of 2nd year)
- Prior experience assisting with the coordination of research studies
- Experience with REDCap is strongly preferred
- Strong attention to detail and organizational & analytical skills
- Ability to prioritize tasks, handle multiple requests, and keep a positive attitude
- Proficient in Microsoft Office (Word, Excel in particular)
- Ability to clearly and respectfully communicate with other study staff, parents, and teachers
Please e-mail the PI, Dr. Langberg, with questions or to convey interest and attach a C.V./resume to the e-mail that includes undergraduate major and GPA – jlangberg@vcu.edu

Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, minorities, and persons with disabilities are encouraged to apply.