

## Work Opportunities – Week of October 18th, 2021

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## Research Coordinator Positions at Rutgers University

The Kleiman Lab at Rutgers ([kleimanlab.org](https://kleimanlab.org)) is seeking applications for a full-time research coordinator position. We are a growing lab in the Psychology Department at Rutgers that focuses on using technology like smartphones and wearable devices to predict and prevent suicidal thoughts and behaviors. This position is particularly well suited for someone who wishes to gain experience prior to going to graduate school in clinical psychology.

The research coordinator will primarily work on three NIMH-funded projects (<https://kleimanlab.org/research/current-projects/>) focused on understanding and preventing short-term suicidal behaviors in adults and youth through ecological momentary assessment (EMA) and wrist actigraphy.

The position will involve opportunities in three main areas:

1. **Data collection in new and ongoing studies.** Duties in this area involve general research activities on the studies mentioned above (and potentially other new studies as well), including (a) recruiting and screening adults, adolescents and their parents, (b) administering diagnostic interviews to study participants and their parents, and (c) monitoring data entry and cleaning.
2. **Grant and study administration.** Duties in this area involve supporting the regulatory components of the studies, including: (a) Preparing and maintaining Institutional Review Board (IRB) protocols, (b) managing grants, (c) paying participants and (d) coordinating local and multi-site research meetings.
3. **General lab activities.** Duties in this area involve supporting daily operations of a growing research lab, including: (a) working with laboratory director and other research coordinators to develop laboratory protocols for data management, personnel, and general laboratory culture, (b) conducting literature reviews and assisting with manuscript preparation, and (c) other general administrative duties to maintain the workings of the lab.

The position will be for two years with a start date in September or October 2021. Salary is competitive and commensurate with experience.

To learn more and apply, please visit this link: <https://kleimanlab.org/join-us/>

## Assistant Clinical Research Coordinator at UCSF

Assistant Clinical Research Coordinator  
Neurology-Memory and Aging Center  
Full Time  
61299BR

### Job Summary

Under the supervision of a Clinical Research Supervisor or Principal Investigator (PI), the Assistant Clinical Research Coordinator (Assistant CRC) will perform entry-level duties related to the support and coordination of clinical research projects on the impact of genetics on neurodevelopmental differences and neurodegenerative diseases. This position may involve training and development to prepare and advance for journey-level work at the next level within the series.

The Assistant CRC' responsibilities include helping with recruitment, registration, scheduling, and retention of study participants as well as data collection, data entry and analysis. The Assistant CRC will make outgoing calls to research participants to collect questionnaire data. Duties will include: preparing datasets for papers and presentations, preparing and maintaining the compliance of research study ethics approvals, preparing reports and tables using excel and database management tools, completing study forms to submit to sponsors and/or appropriate agencies.

The Assistant CRC will be exposed to either neuroimaging techniques or computer science.

The Assistant CRC may be responsible for:

- The coordination of one or more single or multi-site, active or follow-up studies; help in preparing protocols for study initiation
- Help designing flow sheets, data forms and source documents
- Gathering and interpreting medical, surgical and laboratory data regarding study subjects
- Applying understanding of inclusion/exclusion eligibility criteria for protocols
- Helping to recruit, enroll, register, schedule and retain study subjects; record protocol specific treatments and assure collection and shipment of samples
- Assisting research personnel to keep patients on study schedules
- Completing study forms to submit to sponsors and/or appropriate agencies

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- Collecting and entering quality data into study databases, maintaining data quality
- Assisting with data analysis; assist with preparation of reports and tables; and attend team meetings.

### **Department Description**

The UCSF Memory and Aging Center (MAC) (<https://memory.ucsf.edu/>) is located at the Mission Bay campus in San Francisco, CA. The MAC has over 300 employees and is the largest center in the United States focused on the study of neurodegenerative diseases. Our center includes a multidisciplinary team of neurologists, neuroscientists, neuropsychologists, postdoctoral fellows, nurses and research coordinators who form a rich and highly collaborative learning environment for trainees. The current National Institutes of Health (NIH) rankings show that UCSF Neurology is ranked #1 nationally among departments of neurology at US medical schools (<https://neurology.ucsf.edu/fast-facts>).

### **Required Qualifications**

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Fluent in written and spoken Spanish
- Proficiency with Microsoft Word, PowerPoint, and Windows
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-based environment; project management and coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects
- Ability to establish cooperative working relationships with patients, co-workers, & physicians

### **Preferred Qualifications**

- Background or certification in medical Spanish
- Demonstrated proficiency with medical terminology in English and Spanish
- Ability to abstract data from medical records and transfer it to data collection forms or directly into databases
- Experience working with children

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- Familiarity with UCSF processes and systems; experience and knowledge of Committee on Human Research (CHR)/Institutional Review Board (IRB) policy and procedure

### **About UCSF**

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

The full posting and application is [here](#).

Note: Highly recommend that interested students read Dr. Suzee Lee's research papers to get a sense of the work

## **Full-Time Research Positions - Cincinnati Children's Hospital**

FULL-TIME RESEARCH POSITIONS AVAILABLE FOR NEW GRADUATES  
in the BEHAVIORAL AND NEURODEVELOPMENTAL PSYCHIATRY & NEUROSCIENCE  
RESEARCH GROUP

The goal of our research group is to understand causes and advance novel, personalized treatment approaches for autism spectrum disorders (ASD) and related neurodevelopmental disorders. Our current laboratory and clinic-based research projects focus on human biomarker development as well as increasing successful outcomes through clinical research and treatment in children and adolescents with Fragile X Syndrome (FXS), idiopathic ASD, Angelman Syndrome (AS), and other neurogenetic syndromes. Projects with individuals with neurodevelopmental disorders include clinical measures of behavior and cognitive ability, neuroimaging studies of brain development using Electroencephalography (EEG), functional Near Infrared Spectroscopy (fNIRS), functional Magnetic Resonance Imaging (fMRI), and transcranial magnetic stimulation (TMS), and medication treatment trials. In our translational neuroscience lab, we use human induced pluripotent stem cells, several mouse models of autism, FXS, and AS, and patient blood/saliva samples to better understand the pathophysiology of these disorders. Our projects

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also focus on integration of human and animal research in order to identify potential pharmacotherapy targets and biomarkers of treatment response.

We are currently hiring research coordinators for both our human clinical research projects and in our basic science labs. These positions are varied, but generally require a bachelor's degree in neuroscience, biology, computer science, psychology, or related field, and are for a minimum of 2 years. Successful applicants are bright, motivated post-baccalaureate students with a passion for research, neuroscience and autism and related neurodevelopmental disorders.

INTERESTED IN WHAT WE DO?

CONTACT US AT [shelley.randall@cchmc.org](mailto:shelley.randall@cchmc.org)

PLEASE INCLUDE YOUR RESUME OR CV FOR CONSIDERATION

## Clinical Research Assistant Position at Dartmouth College

### Full Time Clinical Research Assistant Position at Dartmouth College

The Center for Technology and Behavioral Health (CTBH: <http://www.c4tbh.org/>) at the Geisel School of Medicine at Dartmouth is seeking a full time Research Assistant to work with Dr. Catherine Stanger on a large randomized trial testing web based health coaching for young adults with a chronic medical condition (type 1 diabetes). Research assistants will deliver the clinical intervention and will receive extensive training and supervision in health coaching that includes motivational interviewing and goal setting. Research assistants will also engage in participant screening as well as diverse data and project management tasks.

Research staff will benefit from the rich academic environment of the CTBH. This position provides excellent experience for persons interested in pursuing graduate study in psychology or other health fields.

### RESPONSIBILITIES

The Research Assistant will serve as a web health coach implementing a manualized intervention to promote healthy behavior among young adults with type 1 diabetes. The Research Assistant will also conduct participant screening and onboarding and will engage in data management and prepare materials for the IRB. Opportunities are offered to work with senior investigators and postdoctoral fellows on data analyses, manuscript preparation, and research presentations.

### REQUIREMENTS

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One year of experience in research with human subjects and/or health coach certification  
Bachelor's degree in a Human Service field preferably in psychology, human biology, neuroscience, or related fields.

Experience with Redcap and other database, data management, or statistics software is highly desirable

A 2-year commitment to the position is preferred. The successful candidate will be enthusiastic, responsible, able to work independently, and have strong interpersonal and communication skills as well as meticulous attention to detail.

Date position available: Immediately

Please email resume or CV and cover letter to Dr. Stanger to apply:

[catherine.stanger@dartmouth.edu](mailto:catherine.stanger@dartmouth.edu)

## ISSI Work Study Student Assistant

The Institute for the Study of Societal Issues is hiring students with work study funding.

Monday - Friday 9am-5pm; (8-15 hrs/week depending on your availability and the availability of our other students)

### DUTIES:

- Provide Front Desk assistance at large interdisciplinary research institute:
- Outreach to various groups for prizes, grants, etc
- Updating spreadsheets and other documents with new data
- Updating our websites with news, improving website accessibility
- Researching organizations for outreach
- Assisting with managing our social media presence
- Checking ISSI email inboxes daily
- Answer phones, take messages, greet visitors and guests, accept deliveries, answer questions.
- Assist with publicity for Institute events - flyers, announcements, web postings, etc.
- Perform routine office tasks such as photocopying, scanning, filing, ordering supplies, submitting reimbursements.
- Other office duties as assigned

### QUALIFICATIONS:

- Some office experience
- Proficiency with MS Office, Google Suite

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- Able to learn new software programs easily
- Familiarity with typical office equipment (printer, copy machine, etc)
- Professional demeanor
- Dependable
- Willing to commit for the school year (academic year)
- Detail-oriented

### PREFERRED QUALIFICATIONS:

- Willing to commit for the school year (summer)
- Working knowledge of Adobe Photoshop
- Lived or academic experience with the projects and topics that are the focus of ISSI
- Expertise in creating images for social media
- Video recording/editing

For more information on how to apply, please see the full posting here:

[https://workstudy.berkeley.edu/JobRequestForm.aspx?job\\_num=9423967643](https://workstudy.berkeley.edu/JobRequestForm.aspx?job_num=9423967643)

## UCSF-Paid Opportunity for Temporary work



### JOIN US AS A UCSF DYSLEXIA CENTER RESEARCH PROCTOR

#### *UCSF DYSLEXIA CENTER SCREENING AND EARLY INTERVENTION PILOT PROGRAM*

#### *WORKING TITLE: UNIVERSAL CALIFORNIA LEARNING KIT (UC Learning KIT)*

UCSF is looking for part-time, temporary proctors to help with our California State funded research study on the development of neuroscience-based, free early literacy screeners and teaching support platform. In the 2021-2022 School year, help develop the latest approaches to assessing 4–8-year-olds in ways that are inclusive, precise, accurate, efficient, and built to connect with real-world, whole-child ways for every teacher to help every child learn to read and thrive.

#### Responsibilities

- Administering individual digital language and literacy assessments to Kindergarten and Grade 1 students during the designated assessment seasons during school hours.
- Successful completion of training and assessment-related evaluations is required.
- Coordination and collaboration with other project staff and with classroom teachers.

#### Qualifications

- High school diploma.
- A valid driver's license (that is not under suspension) and reliable transportation.
- Employees should have strong organizational, interpersonal, written, and verbal skills.
- Ability to work independently, problem solve, meet deadlines, and work well with children.
- Must have reliable means of communicating through email.
- Must be available to work M-F during school hours.

#### Preferred

- Bachelor's degree in Education, Educational Psychology, Developmental Psychology, Child Development, Special Education, or another related field is preferred.
- Experience in teaching/tutoring
- Experience in test administration

#### Anticipated Salary Range

This position is time-limited, with renewal contingent upon available funds and the needs of the University. Anticipated hiring rate of \$20-28/hour, commensurate with education, skillset, and experience. Mileage is included in pay rate.

Training is required and provided.

Apply [here](#) or contact [Emma.Wellman@ucsf.edu](mailto:Emma.Wellman@ucsf.edu) for more information!

## Clinical Research Assistant Job Opportunity

### Full-Time Research Assistant Position at the Nathan Kline Institute for Psychiatric Research

The Clinical Research Department at the Nathan Kline Institute for Psychiatric Research (NKI) in Orangeburg, NY invites applications for a Research Assistant position. Our research involves clinical trials and investigations into the neurobiology of psychiatric disorders including schizophrenia, neurocognitive disorders, and mood disorders. The RA will work on an experienced multi-disciplinary team of psychiatrists, psychologists, social workers, and research nurses. They will coordinate schizophrenia studies, with potential involvement in cognitive impairment and depression studies, under the supervision of Drs. Dan Iosifescu and Matthew Hoptman. This is an excellent opportunity for obtaining research and clinical experience prior to applying for graduate or medical school. NKI fosters a collaborative environment where research assistants have the opportunity to gain excellent clinical and research experience, with the potential for publication.

#### Job Duties:

- Coordinating clinical trials and/or imaging studies in Schizophrenia and potentially Major Depressive Disorder and Mild Cognitive Impairment
- Community outreach and recruitment
- Pre-screening potential study participants
- Conducting and documenting the informed consent process
- Managing day to day activities of the study including scheduling, problem solving, communication and protocol adherence
- Conducting clinical interviews and administering self-report scales
- Performing medical tasks such as measuring vital signs, drawing blood, and administering EKGs
- Data management including data entry, reviewing data for completeness and accuracy
- Preparing progress and other reports for sponsors and other quality assurance/ethics oversight
- Assisting in the preparation of grant proposals, manuscripts, other professional presentations
- Assisting in preparation and maintaining regulatory documents and IRB submissions
- Other technical and administrative support activities may be assigned

#### Job Qualifications:

- BS/BA in psychology or related field
- Two-year commitment required
- Prior research experience required
- Clinical and/or research experience with psychiatric or medical populations is preferred
- Willing to complete a phlebotomy certification course and perform blood-draws
- Competent and comfortable with computers and technology
- Excellent communication and interpersonal skills
- Comfort in interacting with adult research participants

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- Excellent organizational skills and attention to details
- Ability to work independently following initial instruction
- Ability to work on a multi-disciplinary team

This position would begin in the Winter of 2021.

If you are interested, please send a CV/resume and cover letter to Allison Sparpana at [Allison.sparpana@nki.rfmh.org](mailto:Allison.sparpana@nki.rfmh.org)

## Full-Time Research Assistant position at Miriam Hospital/Brown

The **Center for Behavioral and Preventive Medicine at The Miriam Hospital**, a Brown University teaching hospital, is seeking a full-time research assistant for a project examining the impact of childhood maltreatment among adolescents. This project is part of the **Brown Initiative on Stress, Trauma, and Resilience (STAR)** <https://www.brown.edu/initiatives/star/home> and funded by a Center of Biomedical Research Excellence (COBRE) from the National Institute of General Medical Sciences based at the Miriam Hospital.

### Overview:

The research assistant will work in a research context performing face-to-face interviews, administering laboratory based executive functioning batteries, handling biological specimens (e.g., saliva), managing a smart-phone based study application, assisting with study logistics (e.g., participant recruitment procedures), and data management/analyses. This is an in-person full-time research position.

### Skills/Qualifications:

1. BA, BS, or Master's degree in psychology, public health, or related sciences.
2. Minimum of 1 year of undergraduate or postgraduate research experience.
3. Strong organizational and time management skills.
4. Excellent written and oral communication skills with strong attention to detail.
5. Ability to work independently.
6. Research experience, background in statistics/R and REDCap programming is an asset.
7. Ability to commit to the laboratory for a minimum of 2 years.
8. Ability to speak conversational Spanish is preferred, but not required.
9. Availability to regularly work some evenings and Saturdays is required.

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The position is offered contingent upon the availability of funding. This position will be supervised by Dr. Vergara-Lopez <https://vivo.brown.edu/display/cvergara>.

To be considered for this position, please send a resume/CV and cover letter to Chrystal Vergara-Lopez, Ph.D. (Chrystal\_Vergara-Lopez@brown.edu).

Dr. Vergara-Lopez is committed to mentorship for highly motivated research assistants. This is an excellent position to gain valuable experience for individuals interested in pursuing graduate school in psychology or related fields. Opportunities to conduct independent research, submit presentations to conferences, and prepare papers for publication are available.

### **Professor Assistant Position (Research and Professional Communication)**

This position is intended to facilitate the research and professional communication of a Full Professor of Psychology who has retired because of loss of eyesight due to glaucoma. The paid position involves 12 - 15 hours/week (proposed: 15% in-person/85% over the phone) involving the following activities:

- Taking dictation from the professor to be sent by email.
- Reading professional literature such as manuscripts to be evaluated for publication and hence are timely and typically of good quality
- Reading specific articles from journals or from Handbooks including some from unpublished compendia that the publisher has requested evaluations from leading figures in Emotion and Developmental Psychology.
- Meeting with the professor at his nearby home to help with updating computer skills such as G-Suite, streaming video, and other computer, video, and phone functions typically second nature to undergraduates. (Travel will be reimbursed on a taxi-fare or mileage basis.) e.g. these responsibilities will include computer searches for items required by the Professor.

About working with Prof. Campos:

- 1) He is the recipient of a Lifetime Scientific Contribution for the study of Human infancy.
- 2) He was recently noted as being in the top 1% of developmental psychologists by the Library of Congress.
- 3) He is retired only by virtue of loss of eyesight but not for loss of vision.
- 4) He

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has received two distinguished teaching contributions attesting to an ability to relate well to students.

What you'll get out of it:

- Rate offered is \$18/hr + travel reimbursement for Undergraduate Seniors. Paid bi-weekly after filing an invoice/hours worked.
- Excellent opportunity to work closely with a distinguished faculty member.
- Previous students who worked with Prof. Campos say he was an active mentor and a pleasure to work with.

For more information about this opportunity or to find out how to contact Prof. Campos, please email Christine Mullarkey at [cmullarkey@berkeley.edu](mailto:cmullarkey@berkeley.edu)

## Research Opportunities for Graduating Seniors

I write to announce the beginning of this fall's pre-doc hiring cycle at the [University of Chicago Booth School of Business](#), and to provide information on how these pre-doctoral positions can help your students. Pre-docs (sometimes called Research Professionals or full-time RAs) are two-year appointments working directly for faculty on their research in the quantitative social sciences (QSS). Students who are interested in graduate study in QSS fields but do not yet feel ready for a PhD program, or who are uncertain whether they want to pursue a PhD, find these positions to be especially useful. Students with rigorous quantitative backgrounds outside of the social sciences (e.g., physics, engineering) have used the pre-doctoral path to transition into QSS programs. Through their work for faculty, pre-docs expand their research toolkit, learn more about the research process, and pick up important credentialing through faculty letters of reference. These are competitively paid positions with full benefits.

If you know of students at any stage in their undergraduate career who might be interested in a research career, please encourage them to [visit our website](#) to learn more. Students can [sign up](#) to hear about new job opportunities when they are ready to apply (e.g., a freshman could sign up to hear about new postings in three years).

The [PREDOC Consortium](#) also provides a wealth of [programming and information sessions](#), as well as [guides to the pre-doc application process](#). PREDOC's offerings are growing rapidly, so students should check back frequently.

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Staff at Booth and PREDOC are more than happy to answer any questions you have about pre-doctoral opportunities. Please reach out to [ResearchProfessional@lists.chicagobooth.edu](mailto:ResearchProfessional@lists.chicagobooth.edu) or [info@predoc.org](mailto:info@predoc.org) with any questions or to arrange a meeting. Please don't hesitate to reach out as one of our goals at Booth is to reduce as much as possible the informational frictions surrounding these positions, to help you advise your students effectively.

### **Student Job: Undergraduate Student Advisory Board Applications Due 10/15**

An opportunity for undergraduate students to help guide an NSF project. This part-time position for work-study eligible students starts at \$18 per hour for up to 5 hours per week, with the possibility of continuing for multiple semesters. Undergraduate students can choose to serve on the project's advisory board and assist with some outreach and recruitment.

To apply, interested Berkeley undergraduate students **should [submit this application](#) by October 15, 2021.**

*Data Science students and candidates in their sophomore and junior years from diverse or underrepresented backgrounds are encouraged to apply.*