Are you passionate about working with people with mental illness? Do you love scientific writing? Are you tech-savvy and enjoy working as a member of a multidisciplinary team?

The Sheppard Pratt-Lieber Research Institute, Inc. has an exciting opportunity for you to work as a Research Project Coordinator.

In this position, you would coordinate the day-to-day administration of translational research studies at a new research institute founded as a joint venture between the Lieber Institute for Brain Development (www.libd.org) at Johns Hopkins University and the Sheppard Pratt Health System (www.sheppardpratt.org). The work would encompass technical writing, coordinating study teams, interacting with study participants and working with research data.

The position requires confidence in working within a clinical environment and exercising independent judgment. The applicant must be highly motivated to learn a comprehensive skill set that will allow them to effectively utilize electronic research instruments including Patient Reported Outcome Measures and Cognitive Testing batteries. The Research Project Coordinator independently recruits, screens, and enrolls study subjects, schedules subjects for visits, administers the research instruments, ensures compliance with the study protocol, leads groups and provides training and education to other team members including clinicians, medical students and resident physicians. They ensure that subjects complete all requirements for the study and actively participate in data management and quality control. The Research Project Coordinator has significant responsibility for the design and revision of research forms and instruments within a comprehensive data management system based on a REDCap Server (www.projectredcap.org) with integration of an electronic medical record (EMR) and statistical analysis system based on R. He or she communicates on behalf of the principal investigator with Institutional Review Boards (IRBs), the Food & Drug Administration (FDA) and a large group of research collaborators to assist with writing and preparing grant applications. He or she works effectively with contacts within Sheppard Pratt Health System, its affiliates, and at other Baltimore area patient program sites in order to recruit study subjects. The applicant must demonstrate an understanding of patients/individuals with serious mental illness in communications with study subjects, and report relevant medical and clinical information to study investigators.

Requires: Bachelor’s degree in Neuroscience, Psychology or related field and at least 1 year of work experience in a clinical or research environment (pre- or post-bac). The position requires excellent writing skills, proficiency with Microsoft Office, enthusiasm to work with an electronic data management system and basic skills in statistical computing (basic knowledge/familiarity in R is preferred). Work requires independent analytical ability sufficient to accurately utilize study rating scales and research instruments, design or revise research forms, and appropriately identify concerns to bring to the attention of clinical investigators. Must demonstrate interpersonal skills sufficient to actively recruit study subjects, interact effectively with chronically mentally ill patients and program staff of SPHS and external programs, and assist in directing the work of permanent and temporary research staff.

For more information, please contact: RScholeser@SheppardPratt.org or apply at www.sheppardpratt.org