

An exciting job opportunity for an Associate Research Coordinator is available for **US Citizens** at the James J. Peters VA Medical Center (JJP VA) in Bronx New York. The JJP VA is a tertiary care facility affiliated with outstanding research and academic institutions (including Mount Sinai School of Medicine and Columbia University) in New York City, serving the Veteran population from the Bronx, Westchester and Rockland Counties, Northern New Jersey, and the New York City metropolitan area. The JJP VA leads research studies in areas of mental health including Post-Traumatic Stress Disorder, Major Depressive Disorder and suicidal behavior.

Position Summary:

The Associate Research Coordinator will assist with recruitment, enrollment, grant submissions, research data collection and study coordination for multiple basic and clinical research studies within the General Medical Research division at the Bronx VA. Performs intra-operative monitoring and serves as liaison with the IRB/IACUC and the internal and external funding agencies. Ensures accurate execution of research protocols in accordance with Good Clinical Practices, HIPAA, and required obligations to patient/subject, Principal Investigator, and research team and sponsor. Interfaces directly with study participants and Principal Investigators in support of research efforts.

Job Responsibilities:

- Prepare and complete action plans, implement production, productivity, quality, standards, and resolve problems.
- Conducts routine and standardized human subjects research using appropriate research or interview techniques specific to subject matter of the research project and provides support to the Principal Investigator.
- Assists in the activities related to clinical research including, but not limited to: obtaining informed consent, screening participants for eligibility, registering patients with sponsoring agencies, administering questionnaires, chart abstractions and data entry, and answering telephone calls
- Maintains source documents and subject files in accordance with VA and affiliate institutional policies and procedures, updating research binders and medical records. Ensures accurate, confidential, and complete compilation of data.
- Assists in the collection, analysis, and review of experimental data for publication including literature searches, proofreading, and editing. Assists in preparation of scientific posters and presentations in PowerPoint.
- Assists the Principal Investigator in preparation of grant applications to NIH, VA, and private foundations, and prepares progress reports.
- Facilitates meeting planning and organization. Coordinate activities such as conferences, meetings, and travel, and accompany PI to national and international conferences, and Study Sections as needed.
- Facilitates laboratory communications. Interacts with study participants in a courteous and professional manner. Collaborates with lab staff and other investigators. Receives incoming email & written correspondence, including typing memos, emails, and other correspondences that may be orally dictated.
- Orders laboratory and office supplies, and monitors expenditures.
- May secure and ship clinical specimens as required by the protocol.
- May assist in the preparation for regulatory agency site visits.
- Other duties as assigned.

Minimum Qualifications:

- Education: BA, BS, or higher in biological/psychological sciences, such as neuroscience, psychology, biology, or a related quantitative field.
- At least 2-years of clinical or laboratory research experience
- Effective oral, written, communication, interpersonal, and organizational skills.
- Ability to identify, analyze and solve problems. Time management and multi-tasking skills, and ability to work well under pressure.
- A basic understanding of medical and psychosocial interventions used in standard treatment and research protocols, as well as familiarity with medical and research terminology
- Proficiency in using various Microsoft Office applications such as Word, Excel, Access, PowerPoint and Outlook. Familiar with Internet and reference manager applications.

Preferred Qualifications:

- Prior experience working with Research Protocols. Experience working in the VA system or academic medical center environment.
- Familiarity with VA and NIH grant submission procedures.
- Familiarity with specialized software such as REDCap and electronic medical records.

SALARY & BENEFITS: Commensurate with GS-9, Step - 1 -- Excellent federal health and retirement benefits for US citizens only

Applicants should attach curriculum vitae/resume and provide personal contact information as well as 3 professional references.*

Job Type: Full-time

Salary: \$60,000.00 to \$63,000.00 /year

Additional Remarks: Dr. Fatemeh Haghghi is a visually impaired faculty member in the Department of Neuroscience at Mount Sinai School of Medicine and the Bronx VA. Her research is in the area of epigenetics and disease with a focus on neuropsychiatric disorders (i.e., mild TBI, depression, and suicidal behavior). The candidate will also assist with the administrative aspects of her research activities, including filing for travel requests and reimbursements for PI and personnel, composing emails from dictation, creating presentations on behalf of PI, accompanying her to NIH study sections, traveling to domestic and international conferences as the PI's personal assistant, liaising between vendors, department administrators, laboratory personnel, international and domestic collaborators, and the PI.