
Job Title	Research Coordinator
PVN ID	QC-2309-005878
Category	Research
Location	QUEENS COLLEGE
Department	Psychology
Status	Full Time
Annual Salary	\$37,500.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 27, 2023 (Or Until Filled)

General Description

Research Coordinator:

A full-time research coordinator position funded by the NIH is available at Queens College-CUNY in a developmental psychopathology research laboratory, examining the impact of perinatal stress and epi/genetic changes on child neuro-behavioral development. Qualified applicants should have 1) a master's degree in clinical psychology, public health, or related field, 2) at least one year of relevant research experience with a longitudinal human study, and 3) interests in relevant fields of study (i.e., HPA axis dysregulation, mind-and body interaction, autonomic functioning, and transmission of disorders within the family setting), Experience in administering neuropsychological testing and working with financial and racial minorities, and fluency in Spanish is a plus. Research responsibilities include working with postdoctoral scientists, a team of graduate and undergraduate research assistants, overseeing data collection, monitoring assessment of participants in person/on-line, coordinating specimen preparation and shipment, managing budgets set aside for research, communicating with participants regarding study objectives, maintaining research records of study activities, making sure that all equipment and supplies needed for the study are in stock and in good working order. The candidate will have opportunities to publish findings in peer reviewed journals. The appointment is for at least two years with the possibility for a multiple-year extension. Interested applicants should send a cover letter, CV, and three professional references.

Other Duties

Responsibilities:

- Work to supervise various teams working on the clinical and neurobehavioral assessments and brain scans.
- Participate in some aspects of data collection and supervise the quality of the data collection.
- Supervise graduate and undergraduate members in the team.

- Assist with manuscript preparation and progress reports.
- Organizing and running meetings (lab meetings, research meetings across different sites with collaborators).
- Coordinating training for research assistants and interns with the PI and postdoctoral scientists.
- Overseeing scheduling the participants and quality control of the data.

Other responsibilities:

- Assigning weekly tasks to research assistants.
- Coordinating bio-specimen preparation and shipment.
- Obtaining additional information if there is missing data.
- Overseeing certain fiscal aspects of the study (including purchasing supplies).
- Preparing all IRB documentation and progress reports under the supervision of the PI.

Qualifications

Qualifications:

- Completed M.A./M.S. in psychology, epidemiology, or other health-related fields.
- At least one year of experience in managing a human subject research.
- Experiences in working with families with young children and good understanding of the child development.
- Interests in the health effects of climate change.
- Competency in Spanish is a plus but not necessary.

Preferred Qualifications:

- Proficiency in Spanish.
- Good knowledge in the Microsoft Office products
- Knowledge in Social Media.