



Laureate Institute for Brain Research

Title: Psychiatric Research Coordinator

Position: This position is responsible for the administrative management and coordination of psychiatric research studies under the direction of Dr. Justin Feinstein, a Principal Investigator at the Laureate Institute for Brain Research (LIBR). Dr. Feinstein's laboratory is developing novel interventions and tools for helping individuals who suffer from clinical anxiety, including a unique method known as Floatation-REST (Reduced Environmental Stimulation Therapy). The research studies involve clinical trials of novel interventions and tools, brain imaging using functional MRI, behavioral and psychophysiological testing, bioassays, and psychological assessments. The populations being studied include healthy controls and participants with various psychiatric conditions, especially anxiety and depression. We are looking for a research coordinator who is highly motivated, well-organized, with good attention to detail, great people skills, and past experience working with patient populations (preferably psychiatric patients). Prior clinical trial experience would be advantageous, although not required.

Responsibilities:

- Recruit participants for the assigned research studies in collaboration with LIBR's recruitment and assessment team, and establish a close connection with the participant to enable longitudinal follow-up.
- Coordinate the research participant visits, scheduling blocks of time in LIBR's various research facilities, coordinating the participant's transition between facilities, and functioning as the primary liaison between the participant and the various phases of each research project.
- Administer the assigned research protocol, including the informed consent, task instructions, application of physiological sensors, administration of behavioral tasks, and collection of psychological assessments using LIBR's RedCap electronic database system. Of note, some testing may occur during the evening hours and on the weekends.
- Prepare reports on routine data using Excel including participant demographics, study statistics, and other information needed for scientific papers, progress reports, IRB annual reviews, study sponsor audits, and similar purposes. Additional opportunities are available to assist with the writing of publications.
- Coordinate with outside service providers, such as labs and external collaborators, in the safe transport of materials among sites.
- Help manage basic accounting for research-related expenses, as well assist with any other related administrative support that is needed.

Skills and knowledge:

- Ability to interact well with a range of different people including scientific and administrative staff at LIBR and collaborating institutions, external service providers, and research participants (many of whom will have psychiatric conditions). Good interpersonal skills and bedside manner is a requirement as the job entails working with patients who may become emotional.



Laureate Institute for Brain Research

- Great organization and attention to detail in order to follow an established research protocol and manage a complex set of activities in a dynamically changing research environment.
- Knowledge of the processes of psychiatric clinical research, and skilled in providing administrative and organizational support.
- Strong proficiency in Microsoft Excel in order to generate reports and basic statistics.

Minimum Education: Bachelor's Degree in a related science or health field or completion of an accredited Registered Nurse or Social Work program.

Work Experience: At least 2 years of experience in support of clinical research is preferred.

Licenses: License not required, but certification as a clinical research coordinator, registered nurse, social worker, or phlebotomist may be advantageous in specific situations.

Institute: Located in Tulsa, Oklahoma, the Laureate Institute for Brain Research is a privately funded nonprofit clinical neuroscience research institute with the mission of reducing the suffering of psychiatric patients by leveraging leading talent and technology to discover novel therapies.

Salary/Benefits: This is a full-time research position with a minimum 2-year commitment. Salary will be commensurate with the experience of the candidate. A full benefits package is available.

How to apply: Interested candidates should email a CV, a brief statement of why you think you would be a good candidate for the position, and contact information for 3 references to:

jfeinstein@laureateinstitute.org