Job Summary:
The Psychiatric Research Coordinator is responsible for the administrative management and coordination of assigned research studies under the direction of a Principal Investigator (PI). This position focuses on studies employing focused ultrasound for modulating deep brain circuits in adults with depression and healthy individuals. Key responsibilities include recruiting, screening, testing, and managing all aspects of study visits for participants.

Minimum Education:

- Master's degree in social work, counseling, psychology, or a related science field preferred.
- Five years of experience coordinating multiple research protocols may substitute for a Master's degree. A Bachelor's degree is required.

Licensure, Registration, and Certification:

- Relevant licensure or certification, if applicable.

Work Experience:

- 2-3 years of related experience.

Knowledge, Skills, and Abilities:

- Strong interpersonal skills to interact effectively with a wide range of research participants, as well as scientific and administrative staff.
- Exceptional organizational skills to manage complex activities, multiple stakeholders, and dynamic workflows in a changing environment.
- Knowledge of clinical research processes .
- Proficient in providing administrative and operational support.
- Familiarity with regulatory requirements for human subjects research.

Essential Functions and Responsibilities:

1. **Participant Coordination and Scheduling**
    - Collaborate with the recruitment and assessment team, external agencies, and the Principal Investigator to identify and screen research participants.
    - Manage participant visits to ensure seamless coordination across various units (e.g., MRI scanning, assessment interviews, focused ultrasound administration).
    - Accompany participants to MRI sessions, oversee interdepartmental coordination, ensure research equipment is properly prepared, and adjust schedules to accommodate special circumstances while optimizing time and resources.
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2. **Data Management**
    - Collect data from participant visits and enter it into databases for analysis.
    - Organize written materials into participant binders for audit, archiving, and future use.
3. **Reporting and Documentation**

- Prepare and compile routine data on participant demographics, study statistics, and other necessary information for progress reports, IRB annual reviews, study audits, and other regulatory purposes.
- Comply with regulatory requirements, develop study related SOPs and protocols, maintain regulatory binder, document team meetings.

4. **Billing and Administrative Support**
    - Review billing and chargeback processes, maintain tracking systems, and create necessary documentation.
    - Provide additional administrative support as required.
5. **Research Tasks and Testing**
    - Conduct clinical and survey data collection based on study requirements.