

Job Title	Research Coordinator
Employer/ Agency	University of Pennsylvania
Job Description	The Aaron T. Beck Psychopathology Research Center is seeking a clinical research coordinator to assist with ongoing psychosocial research studies in the area of suicide prevention. The candidate will be detail oriented and well-organized to assist in all domains of human-subjects research studies. The primary responsibilities include screening and recruiting new participants for studies by liaising with treatment providers and clients at psychiatric hospitals and clinics, reviewing and obtaining informed consent from patients for clinical research activities, conducting clinical research assessments with individuals at high suicide risk and diagnosed with other psychological disorders, including intake interviews, diagnostic interviews, and Neurocognitive tests, maintaining contact with patients to ensure completion of follow-up assessments, managing crises and performing brief interventions for participants at risk for suicide. Other duties include submission and maintenance of Institutional Review Board documentation, and maintaining numerous database, audio and study files. Additionally, the candidate will be tasked with analyzing and coding research data and conducting literature reviews to contribute to manuscripts for publication. Expected start date in April 2014.
Qualifications	The minimum of a Bachelor's degree and 2 to 4 years of experience or an equivalent combination of education and experience is required. The ideal candidate will have a Master's degree in psychology, social work, or related disciplines. Applicant needs to be very attentive to detail, have excellent interpersonal skills, have strong data management and writing skills; be willing to work as a team player, be self-starting and able to monitor time allocated to different tasks. Must pass Pennsylvania's Child Protective Services Act (also known as Act 73) background checks, within 30-90 days of employment. Position contingent upon funding.
City, State, Zip	Philadelphia, PA
Application Method	Apply online at https://jobs.hr.upenn.edu/postings/3048
Opening Date	April 2014

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