

**Clinical Research Coordinator/Center Manager**  
**Aging Brain Center**  
**Full-Time Position at Hebrew Rehabilitation Center**

Responsibilities:

Overall: Reporting directly to the Director of the Aging Brain Center, the Center Manager will oversee all aspects of the Aging Brain Center, including research projects, clinical programs, grants, publications, personnel, budgets, meetings, intellectual property, and related endeavors. Coordinate all phases of clinical research for the center, assist in the creation and management of appropriate infrastructure necessary to support the Aging Brain Center. Keeps all projects and priorities on timeline. Ability to assess and prioritize information and requests related to overall project responsibilities, and facilitates communication within HSL, with Harvard and affiliates, with NIH and other funders, and with other outside organizations. With a sound understanding of each project, respond to requests for information. Works directly with the Center Director to develop and write IRB protocols and renewals, progress reports, abstracts, sections of papers and grants, budgets and budget justifications, brochures, and websites. Will complete all non-scientific portions of grant applications. Develops and summarizes review of the literature as requested by the Center Director. Assists Director with financial monitoring and budget tracking, as well as long-term financial planning for center, including searching for future sources of funding and working with the development office. Works directly with the Center Director to hire and train staff for the Aging Brain Center and related research projects. Will monitor and evaluate non-faculty staff performance, and complete performance appraisals.

Research Coordination: For research projects, the Center Manager will set up, plan, and implement each new study. For project start-up, the Center Manager will work with the Center Director to develop and refine research designs and methodologies, project goals, resource requirements, subject recruitment procedures, and data collection plans. Develop and pilot-test data collection forms and procedures, draft operational manuals, carry out training and standardization in all procedures for all staff—including field and data management staff. Must have ability to conduct interviews/chart abstractions and other study procedures in order to train and supervise staff. Conduct inter-rater reliability assessments as one of the expert raters with staff for quality assurance purposes. Develop and implement subject recruitment strategies, and liaison with clinical and community contacts as needed. Oversee day-to-day clinical research operations, and handle urgent issues/problems as they arise.

Data Collection Oversight: The Center Manager will oversee all data collection activities. Interact daily as appropriate with members of research team including field team, research assistants/nurses, data management and analysis staff. Meet with study team on regular basis. Plan agenda and supervise study staff meetings. Trouble-shoot study problems in the field. Communicate effectively with research staff across participating organizations. Assure adherence to study timeline and budget. Responsibilities include ensuring optimal data collection and data management and overseeing data quality control, including oversight of data entry, management, completeness and error checking, and data back-up. Assist in data analysis and reporting of study results as requested by Center Director.

Human Subjects Compliance Oversight and Monitoring: Understand the principles of protection of human subjects research and apply them in the conduct of research protocols, with particular emphasis on confidentiality issues and informed consent. Ensure regulatory compliance of all protocols, including NIA, IRB, and HIPAA regulations, particularly established guidelines for working with vulnerable populations.

Staff Supervision and Management: Will recruit and train all new research and data staff for the Center. Will supervise all staff, and conduct regular performance reviews. Will interface with Human Resources about all staff. Generate, monitor, and track all budgets and financial reports pertinent to the Center. Long-range planning with Center director for all staff support.

Communication: Responsible for generating progress reports, IRB documents, correspondence, all non-scientific sections of grant applications, and other reports as requested by the Director. Make presentations to professional and lay audiences as directed.

Other: Perform other duties as requested by the Program Director or as responsibilities dictate.

Requirements/Qualifications:

Minimum of a Master's degree with 5 years of previous research experience involving human subjects, including research management required. The ideal candidate may have a Ph.D. or advanced clinical degree in nursing, social work, psychology, etc. Must have a clinical background, knowledge of medical terminology. Must have clinical research supervisory experience. Previous experience coordinating studies required. Previous experience in aging research or working with elders preferred. Position requires impeccable organizational skills and attention to detail. Must be self motivated with excellent problem solving skills and ability to work independently. Must assume high level of responsibility and accountability for projects under his/her direction. Must demonstrate discretion and independent judgment, and provide comprehensive support for a complex and expanding interdisciplinary research program. Requires outstanding interpersonal skills; ability to work well with interdisciplinary team. Must have strong computer skills, including Windows, MS Word, Excel, PowerPoint, Internet and email. Library and reference database searching skills essential. Outstanding communication and interviewing skills required. Strong written communication and editing skills. Must be able to demonstrate ability to be flexible, adapt to change and new technologies. Able to rapidly shift priorities as center needs dictate. Ability to work well under time pressure. Responsive to deadlines. Must be able to work as part of a cohesive team and able to communicate effectively with all levels of study personnel within the Aging Brain Center and HSL, and outside of HSL as responsibilities require. Working knowledge of the regulations governing the conduct of human studies research. Should have current MA driver's license and reliable car for local travel within the Boston area.

Contact: Ms. Heather Steppe, Human Resources, email: [HeatherSteppe@hrca.harvard.edu](mailto:HeatherSteppe@hrca.harvard.edu) or phone (617) 363-8512