

Center Description: The Center for Addictions, Personality, and Emotion Research (CAPER) within the Department of Psychology at the University of Maryland, College Park

focuses on understanding the mechanisms underlying the development and

maintenance of addictive behaviors and their co-occurring psychological conditions, including mood, anxiety and personality disorders. To accomplish these cross-cutting goals, CAPER is comprised of a multidisciplinary team with expertise in the domains of clinical and counseling psychology, as well as social and decisional sciences.

Position Summary: CAPER currently has an opening for a Research Coordinator that will oversee a diverse portfolio of federally- and foundation-funded behavioral research, working closely with vibrant research faculty and doctoral students. The successful candidate, in close collaboration with the Principal Investigators, will supervise study coordinators to maintain a project management framework that ensures the highest level of project quality and success.

The Research Coordinator candidate will have a demonstrated ability to work both independently and within a multi-level team, possess strong organizational skills and have the ability to prioritize multiple tasks/projects. He/she will also have a working knowledge of regulatory and human subjects requirements, and other guidelines for the ethical conduct of clinical research.

Specific Duties:

- Work closely with Study Coordinators to ensure timely resolution of project issues and obtain direction from senior staff and faculty as needed.
- Ensure that research tasks are completed in accordance with the study protocols, NIH policies and applicable federal regulations.
- Supervise the assigned weekly activities of the Study Coordinators to ensure project deliverables and timelines are being met.
- Develop and maintain records of action items and prepare periodic and ad hoc reports as required by investigators, administrators, funding agencies and/or regulatory bodies.
- Lead and coordinate investigator and coordinator meetings and create/ deliver presentations when applicable.
- Act as a liaison with the Principal Investigator and other internal departments.
- Plan and coordinate the staffing needed for the various studies;

includes interviewing and hiring of undergraduate students and interns as appropriate to the activity.

- Conduct human subject protocol training, Informed Consent review sessions and mentor new research staff.
- Oversee protocol development and other critical study documents and templates as appropriate.
- Contribute to activities related to data collection and validation.

The Research Coordinator will have the opportunity to be involved in publications and take part in conferences. The position also offers a flexible work schedule and tuition remission from the University of Maryland, College Park.

Minimum Qualifications: Bachelor's degree from an accredited college/university in Psychology, Public Health or related health field, and three years of experience directly managing multiple research projects and supervising staff. Proficiency in MS Office, SPSS and basic statistical skills required.

Preferences: Master's degree in mental health or health-related field or at least 3 years experience as a project manager in a research environment. Experience conducting clinical trials and a broad understanding of Good Clinical Practices (GCP), study conduct and the Code of Federal Regulations for Human Subjects. Experience working with both community and clinical populations is a plus.

Diversity Statement: The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, gender, color, sexual orientation, physical or mental disability, religion, national origin or political affiliation. Minorities and women are encouraged to apply.

To apply, please send electronic copies of the following materials to Gaye Bugenhagen at gbugenhagen@psyc.umd.edu: 1) Cover Letter including salary requirements 2) Resume or Curriculum Vitae and 3) three references. Applications received by July 13, 2011 will receive best consideration but applications will be accepted until the position has been filled. Salary commensurate with experience.