



Joint Doctoral Program in Clinical Psychology

Research Coordinator (Full-time)

Under the direction of the Principal Investigator (PI; Dr. Aaron Blashill), and Project Director (Dr. Jamie-Lee Pennesi), the Research Coordinator will be primarily involved in a large NIH-funded research project on eating disorders and sexual orientation health disparities, the **Pride Body Project**. Specifically, this research project focuses on testing the efficacy of a group-based, peer co-led, eating disorder prevention program for young sexual minority men (e.g., men who are gay, bisexual, or sexually attracted to men). This project has been running for almost 24 months and will be ongoing until 2023.

The Research Coordinator is responsible for but not limited to:

Research Activities

The Research Coordinator will primarily coordinate the day-to-day operations of the research project in conjunction with the Project Director.

Regular duties include: coordinating recruitment efforts including in-person recruitment events; coordinating group sessions; managing randomization and group allocation; overseeing assessments and data collection; documenting eligibility and participant flow; identifying and addressing retention and compliance issues; managing participant reimbursement; leading weekly project team meetings; and training and supervising undergraduate research assistants. The Research Coordinator will also be responsible for preparing materials and progress reports for the Institutional Review Board (IRB), ClinicalTrials.gov, Data Safety and Management Board (DSMB), and National Institute of Health (NIH), and preparing purchasing, reimbursement and remittance documentation.

Additional duties include: conducting phone screenings; scheduling clinical assessments; consenting participants; generating projections regarding follow-up assessments; locating research articles relevant to grant proposals; and performing other administrative duties as necessary.

The position will be full-time and the Research Coordinator will be required to commit to no less than two years in the lab.

Education/qualification and training

- Bachelor's degree awarded or near completion in relevant area (e.g., psychology, social work, other behavioral or social sciences)
- College-level coursework/training in research design or statistical methods

Knowledge/skills

- Excellent written and verbal communication skills, including communication with staff, faculty, students and research participants
- Excellent organizational and time management skills, including short/long-term planning
- Knowledge of eating pathology and/or body image literature, including related issues with weight and shape
- Knowledge of sexual-orientation health disparities

- Excellent computer skills

Experience

- Relevant research experience (e.g., conducting quantitative research)
- Experience in leadership, group coordination, or management
- Experience of using Microsoft Office (e.g., Word and Excel) and Google Drive
- Experience of data gathering software (e.g., Qualtrics) and encryption software (e.g., Keka, Peazip, 7zip)
- Experience of working with vulnerable, marginalized and diverse populations, including sexual or gender minority individuals
- Experience of working in an ethnically, culturally, and racially diverse environment (preferred)

Personal characteristics/other requirements:

- Motivated and enthusiastic
- Good attention to detail and high standards of accuracy in all aspects of work
- A high level of cross-cultural sensitivity
- Ability to work independently and within a team

Role specific requirements:

- Demonstrated ability to multi-task and prioritise different task demands
- Demonstrated ability to take responsibility for assignments and deadlines
- Demonstrated ability to understand and follow work procedures
- Knowledge of grant responsibilities such as summary or progress reports
- Demonstrated ability to work effectively with a wide range of colleagues

To Apply:

Please email current CV, cover letter describing fit with the position, and research/career goals, and the names/contact information of two professional references, to Dr. Aaron Blashill (PI; aaron.blashill@sdsu.edu), and Cc Dr. Jamie-Lee Pennesi (Project Director; jpennesi@sdsu.edu). Applicants will be considered immediately. Start date is flexible, with preference for Summer 2020.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with SDSU Research Foundation.

San Diego State University Research Foundation is an EEO/AA/Disability/Vets Employer



Joint Doctoral Program in Clinical Psychology

Research Coordinator (Full-time)

Under the direction of the Principal Investigators (PIs; Drs Aaron Blashill and Kristen Wells) and Project Director, the Research Coordinator will be primarily involved in NIH-funded research project on suicide prevention among sexual and gender minority youth. Specifically, this research project focuses on developing and pilot testing a patient navigation program to reduce suicide attempts among at-risk sexual and gender minority youth between the ages of 14 and 29 years.

The Research Coordinator is responsible for but not limited to:

Research Activities

The Research Coordinator will primarily coordinate the day-to-day operations of the research project in conjunction with the Project Director.

Regular duties include: coordinating recruitment efforts including in-person recruitment events; coordinating participant assessments and sessions; managing randomization; overseeing assessments and data collection; documenting eligibility and participant flow; identifying and addressing retention and compliance issues; managing participant reimbursement; leading weekly project team meetings; consenting participants; and training and supervising undergraduate research assistants. The Research Coordinator will also be responsible for preparing materials and progress reports for the Institutional Review Board (IRB), ClinicalTrials.gov, Data Safety and Management Board (DSMB), and National Institute of Health (NIH), and preparing purchasing, reimbursement and remittance documentation.

Additional duties include: conducting phone screenings; scheduling clinical assessments; generating projections regarding follow-up assessments; locating research articles relevant to grant proposals; and performing other administrative duties as necessary.

The position will be full-time and the Research Coordinator will be required to commit to no less than two years in the lab.

Education/qualification and training

- Bachelor's degree awarded or near completion in relevant area (e.g., psychology, social work, other behavioral or social sciences)
- College-level coursework/training in research design or statistical methods

Knowledge/skills

- Excellent written and verbal communication skills, including communication with staff, faculty, students and research participants
- Excellent organizational and time management skills, including short/long-term planning
- Knowledge of suicidality literature, ideally among youth
- Knowledge of literature on health disparities associated with sexual and gender minority populations
- Excellent computer skills

Experience

- Relevant research experience (e.g., conducting quantitative research)
- Experience in leadership, group coordination, or management
- Experience of using Microsoft Office (e.g., Word and Excel) and Google Drive
- Experience of data gathering software (e.g., Qualtrics) and encryption software (e.g., Keka, Peazip, 7zip)
- Experience of working with vulnerable, marginalized and diverse populations, including sexual or gender minority individuals; experience working with marginalized youth is preferred
- Experience of working in an ethnically, culturally, and racially diverse environment (preferred)

Personal characteristics/other requirements:

- Motivated and enthusiastic
- Good attention to detail and high standards of accuracy in all aspects of work
- A high level of cross-cultural sensitivity
- Ability to work independently and within a team

Role specific requirements:

- Demonstrated ability to multitask and prioritize different task demands
- Demonstrated ability to take responsibility for assignments and deadlines
- Demonstrated ability to understand and follow work procedures
- Knowledge of grant responsibilities such as summary or progress reports
- Demonstrated ability to work effectively with a wide range of colleagues

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Please email current CV, cover letter describing fit with the position, and research/career goals, and the names/contact information of two professional references, to Dr. Aaron Blashill (PI; ajblashill@sdsu.edu). Applicants will be considered immediately. Start date is flexible, with strong preference for June 2020.

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Under the direction of the Principal Investigators (PIs; Drs. Aaron Blashill and Kristen Wells), and working closely with study staff, the Research Coordinator will be involved in projects including, but not limited to: **the Pride Body Project**, a large NIH-funded research project on eating disorders and sexual orientation health disparities; and another large NIH-funded research project on suicide prevention among sexual and gender minority youth.

The Research Coordinator is responsible for but not limited to:

Research Activities:

The Research Coordinator will be primarily responsible for participant screening, communication, and scheduling as part of the aforementioned research projects.

Regular duties include: conducting phone screenings; scheduling participants for assessments and sessions; consenting participants; identifying retention and compliance issues; training and supervising undergraduate research assistants; overseeing assessments and data collection; and performing other administrative duties as necessary. The Research Coordinator will also assist in preparing materials and progress reports for the Institutional Review Board (IRB), ClinicalTrials.Gov, Data Safety and Management Board (DSMB), and National Institute of Health (NIH), and preparing purchasing, reimbursement and remittance documentation.

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Education/qualification and training:

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- College-level coursework/training in research design or statistical methods

Knowledge/skills:

- Excellent written and verbal communication skills, including communication with staff, faculty, students and research participants
- Excellent organizational and time management skills, including short/long-term planning
- Knowledge of literature on health disparities associated with sexual and gender minority populations
- Knowledge of suicidality literature, ideally among youth, or knowledge of eating pathology and/or body image literature, including related issues with weight and shape
- Excellent computer skills
- Spanish-speaking (preferred)

Experience:

- Relevant research experience (e.g., conducting quantitative research)
- Experience in leadership, group coordination, or management
- Experience of using Microsoft Office (e.g., Word and Excel) and Google Drive
- Experience of data gathering software (e.g., Qualtrics) and encryption software (e.g., Keka, Peazip, 7zip)
- Experience of working with vulnerable, marginalized and diverse populations, including sexual or gender minority individuals
- Experience of working in an ethnically, culturally, and racially diverse environment (preferred)

Personal characteristics/other requirements:

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