

**Job Title:** Research Coordinator

**Location:** Framingham, MA

**Job Summary:**

Research coordinator in neuropsychology with the renowned Framingham Heart Study. Our offices are located in Framingham, MA but we are part of the departments of Anatomy & Neurobiology, Neurology and Epidemiology at Boston University Schools of Medicine and Public Health. This multi-faceted position requires someone who is mature, independent, self-initiating, and comfortable working in an unstructured, non-traditional, dynamically evolving research environment with little supervision. In order to be considered, applicants must have clinical research experience with direct patient/participant interaction and some evidence of management capabilities. Familiarity with neuropsychology and interest in cognitive aging, dementia/Alzheimer's disease and brain imaging is also required. The applicant should be comfortable managing teams, have strong written/verbal communication skills and a willingness to work non- traditional hours.

Research responsibilities will include administering neuropsychology tests to participants age 25-100+, preparing case reports for dementia diagnostic meetings and conducting literature searches, data entry and cleaning, and managing numerous project details with a focus on ensuring data integrity and accuracy. Example of some project topics are Traumatic Brain Injury (TBI), Natural Language Processing (NLP), technology integration into research methods, and neuropathology, with more underway and in the pipeline. Management responsibilities include helping to supervise a team of ~10 research assistants, delegating work appropriately, communicating research goals, evaluating performance, and running the summer internship program.

Only those available for on-site interviews will be considered. Benefits include those offered to full-time Boston University employees (see <http://www.bu.edu/hr/jobs/why-work-at-bu/benefits-summary/> for details).

If interested, please send resumes and cover letters to Spencer Hardy (fhsneuropsych@gmail.com)

**Minimum Qualifications:**

- 2 years clinical research experience
- Interest in the field of brain aging/dementia
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to meet tight deadlines
- Direct patient/participant interaction
- Project management skills
- Experience as a direct supervisor
- Must have a car