**Research Associate and Practice Manager**

**Position Title:** Research Associate/Practice Manager

**Position Location:** Autism and Obsessive Compulsive Spectrum Program at Montefiore Medical Center, Albert Einstein College of Medicine

**Position Purpose:**

The Research Associate/Practice Manager works directly under the Principal Investigator, Dr. Eric Hollander. (S)he provides operational oversight to the study team and regulatory and financial management of federal, industry-sponsored and investigator-initiated studies. The Research Associate oversees the different facets of multiple research projects simultaneously, and is responsible for scientific and administrative grant writing and fiscal grant management.

**Typical Duties**:

A sample of typical duties for this position includes:

* Executive Assistance to the Program Director
* Regulatory Management of Clinical Trials
	+ Overseeing IRB Submissions and Reporting to Montefiore-Einstein IRB and/or BRANY IRB
	+ Maintaining Central Regulatory Files and Regulatory Document Processing
	+ IND Preparation, Documentation and Reporting
* Program Financial Management
	+ Communicating with the Department’s Accounts Manager on a regular basis
	+ Completing central study enrollment logs
	+ Overseeing grant budget and contract approvals
	+ Maintaining accounts and submitting invoices
* Scientific and Administrative Grant Writing
	+ Grant writing for federal and foundation grants
	+ Grant budget design and maintenance
	+ Grant submissions using Cayuse, proposalCentral, grants.gov and other sources
* Research Coordination
	+ Overseeing and assisting the Research Coordinator, who is responsible for day-to-day study management
* Practice Manager
	+ Financial management and budgeting
	+ Personnel management including hiring and training
	+ Manage marketing including website and social media development
	+ Manage overall office policies and procedures with a focus on productivity and consistency
	+ Manage rental issues and business development

**Necessary Skills**:

* Candidates must be extremely organized, detail oriented and technologically knowledgeable
* Candidates must have advanced problem solving and analytical skills, with the ability to regularly prioritize
* Candidates must also be able to multi task and focus on numerous projects at once. Efficient time management is imperative as meeting the deadlines for grants, fiscal and regulatory submissions is constant.
* Candidates must be understanding of the unique patient population that we work with and be sensitive to their specific needs and issues.
* A commitment of at least 2 years is required.

**Past Experience:**

* Candidates must have at least a Bachelor’s degree to be considered, although Master’s level candidates are preferred.
* At least 2 years of past experience in clinical research is required.
* A familiarity of psychological and psychiatric research design and subject matter is preferable.

**Start Date: ASAP**

If interested in the position, please send a cover letter and resume to:

Casara Jean Ferretti, MS at aocspectrumprogram@gmail.com