



Icahn  
School of  
Medicine at  
Mount  
Sinai

*BioMedical Engineering  
and Imaging Institute*

## **Clinical Research Coordinator – Body MRI**

The clinical research coordinator will provide support services for investigators in the body MRI research group in the Biomedical Engineering and Molecular Imaging Institute/ the Department of Radiology. He/she will work under general supervision with all levels of management but is also trusted to work with minimal supervision.

### **Job Responsibilities**

- Serves as an intermediary between the supervisor and other teams by transmitting written and oral requests, messages and instructions
- Assists in the planning and logistical coordination of research meetings and office activities
- Assists in the daily activities related to clinical research studies and the set-up of new cancer imaging projects including but not limited to:
  - Answering phone calls
  - Screening participants for eligibility and scheduling patient appointments
  - Obtaining informed consent
  - Collecting and organizing of study information
  - Entering research and clinical trial data into trial databases
- Maintains source documents and subject files in accordance with hospital procedures and ensures accurate and complete compilation of subject data through chart reviews
- Assists in preparing grant/protocol applications and documents (for e.g., Institutional Review Board, Grants and Contracts Office)
- Secures, delivers and ships clinical specimens as required by the protocol
- Prepares for monitoring visits
- Performs other related research and administrative duties
- Cross cover for the Program Coordinator and Clinical Research Manager as needed

### **Job Qualifications**

- Bachelor's degree and/or prior related work experience
- Knowledge of Microsoft Office
- Excellent written and verbal communication skills
- Excellent organizational and problem-solving skills
- Exceptional attention to detail and accuracy

Please send a current resume and letter of interest, as well as 3 references to Sara Lewis, MD ([sara.lewis@mountsinai.org](mailto:sara.lewis@mountsinai.org)) and Octavia Bane, PhD ([octavia.bane@mountsinai.org](mailto:octavia.bane@mountsinai.org)).