



53 Parker Hill Avenue
Boston, MA 02120

Great Work Study Opportunity!

**Interested in Psychology?
Want to learn more about the research process?**

This is an excellent chance to work at the *Judge Baker Children's Center*,
an affiliate of *Harvard Medical School*

Description

Judge Baker Children's Center is a non-profit organization dedicated to improving the lives of children whose emotional and behavioral problems threaten to limit their potential. The Center strives to provide services of the highest standard, to search for new knowledge, to teach, and to apply and disseminate knowledge. The Center's Human Research Review Committee is recruiting an assistant to help in its Office and to facilitate its mission of ensuring the protection of individuals involved in research.

Essential Responsibilities include:

Work closely with Chair of the Human Research Review Committee on all aspects of Committee functioning, including, but not limited to: scheduling and organizing monthly meetings; screening applications; preparing and distributing materials for meetings; contributing to the production of meeting minutes; maintaining HRRC electronic database and detailed records; updating forms and committee materials, as requested; introducing new researchers to the application process and the materials needed; regularly communicating with researchers and committee members.

Education, Experience, Skills Required

Must be a third or fourth year undergraduate or a graduate student with a strong interest in research ethics as well as developmental or clinical psychology. Strong interpersonal, organizational, and multi-tasking skills important. Exceptional written and oral communication skills needed. Must be self-motivated, detail-oriented, and have the ability to work independently and collaboratively. Requires experience with PC systems, with the ability to learn and feel comfortable with electronic databases. Must be willing to commit to 8-12 hours per week, for one academic year. Payment dependant upon experience and skills. Schedule is flexible but prefer student to work 2 days/week during the academic year. Interested in eligible work-study students as well as interns and volunteers.

Send resume and cover letter to:

J.Heidi Gralinski-Bakker, PhD
Chair, Human Research Review Committee
Judge Baker Children's Center
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