

Project Coordinator, University of Texas Trauma and Grief Center for Youth

The University of Texas Health Science Center, Department of Psychiatry and Behavioral Sciences, invites applicants for a Project Coordinator position within the Trauma and Grief Center for Youth beginning in summer of 2016. The Trauma and Grief Center for Youth is a designated Community Treatment and Services Center of the National Child Traumatic Stress Network. This individual will be responsible for oversight of trauma- and bereavement-related evaluation/research activities within the TAG Center in addition to those taking place in partnering community mental health organizations.

Responsibilities will involve:

- Coordination, management, and analysis of assessment and intervention data as well as longitudinal data
- Supervision of program research assistants
- IRB protocol submissions and management
- Assistance with grant management, reporting, and grant-related purchases
- Creation and revision of clinical materials

The position will also involve opportunities for grant writing and manuscript writing. Applicants should have a bachelor's degree, (although master's degree is preferred), excellent interpersonal skills, and the ability to work collaboratively as part of a multidisciplinary team. We are seeking applicants who have a strong research interest in childhood trauma and grief, as scientific collaboration will be a key component of this position, and there will be ample opportunity for scientific writing and publication. The ideal candidate will have previous research experience with children and/or adolescents. Strong data analytic skills and knowledge of Institutional Review Board management are preferred. Salary is commensurate with level of experience.

Interested applicants should send a cover letter, curriculum vitae, and two references (names and emails/phone numbers) to Dr. Julie Kaplow, Associate Professor and Director of the University of Texas Trauma and Grief (TAG) Center for Youth, at Julie.B.Kaplow@uth.tmc.edu. Deadline for applications is March 30th, 2016, but we will continue to review applications until we have identified the most qualified candidate. For more information about the TAG Center, please visit our website: <https://med.uth.edu/psychiatry/research/tag/>.