



**Boston University School of Medicine  
Alzheimer's Disease Center**

**Outreach and Recruitment Coordinator**

**Boston University Alzheimer's Disease Clinical and Research Program  
(ADCRP) at Boston University Medical Campus**

Job Description and Qualifications:

Manage recruitment and retention activities, as well as public relations and marketing for an active clinical research program focusing on Alzheimer's disease and related disorders. The BU Alzheimer's Disease Clinical and Research Program (ADCRP; [www.bu.edu/alzresearch](http://www.bu.edu/alzresearch)) is a nationally recognized site for exciting research studies dealing with the prevention, diagnosis, genetics, neuroimaging, caregiving, and treatment of Alzheimer's disease. It is the home of the Clinical Core of the BU Alzheimer's Disease Center (ADC), one of 30 centers funded by the National Institute on Aging. The Outreach and Recruitment Coordinator oversees all recruitment and retention activities for ADCRP and ADC studies. The coordinator will: contact potential participants on a continuous basis for recruitment; maintain recruitment and contact databases; outreach to community and affiliated retirement/assisted living facilities for recruitment and educational purposes; serve as the contact person for public relations for the Program; and coordinate the creation of brochures and presentation materials.

The successful applicant must possess exceptional organizational skills, superb interpersonal and communication skills, and knowledge about community outreach, advertising, and marketing. Experience with/knowledge about Alzheimer's disease and local services for patients and families and/or experience with the elderly preferred. Strong skills with Microsoft applications. Public speaking experience required. Masters degree preferred. 4-6 years professional experience in related position or field.

Salary commensurate with experience. Tuition remission and generous benefit package.

Application Requirements:

**Submit cover letter and resume to Ms. Catherine Pfau at [pfau@bu.edu](mailto:pfau@bu.edu).**