



Administrative Coordinator

Boston University Alzheimer's Disease Research Center
Boston University Chobanian & Avedisian School of Medicine

Responsibilities: We are seeking a highly motivated Administrative Coordinator to provide administrative coordination and support for the Boston University Alzheimer's Disease Research Center Clinical Core. Responsibilities for this position include coordination of participant study visits, including scheduling telephone interviews, booking time at the General Clinical Research Unit (GCRU), MRIs, lumbar punctures, and coordinating with the Neurology clinical staff. Other responsibilities include providing support for the preparation of manuscripts, presentations, grants, coordinating research-related communications, assisting with hiring, onboarding, facilities-related activities, and IRB submission. This position involves working with a multidisciplinary team of experts in Neuropsychology, Neurology, Neuroimaging, Psychiatry, and Nursing.

Qualifications: High school diploma, with 3-5 years of experience or Associate's degree with 1-3 years of experience

To apply please e-mail a cover letter and resume to:

Sydney Mosaheb
smosaheb@bu.edu

References and an in-person interview will be requested for promising applicants.