

## Job Description

### Neurology Research Staff Assistant III - (3178446)

#### Description

#### GENERAL SUMMARY/ OVERVIEW STATEMENT:

Provides comprehensive administrative support to:

**Director,** BrainGate Pilot Clinical Trials

**Director,** Center for Neurotechnology and Neurorecovery (CNTR), Department of Neurology

This position will assist the Director of the Center for Neurotechnology and Neurorecovery (CNTR) and the BrainGate clinical trials in administrative and research grant management tasks. Under the direction of Dr. Leigh Hochberg, the position will be responsible for performing comprehensive administrative services and administrative duties to assist Dr. Hochberg, with occasional support of Dr. Sydney Cash, Dr. Brian Edlow, and Dr. Eric Rosenthal. Must be a high performer with well developed organizational and communication skills capable of working fairly independently to produce consistently high quality work with minimal supervision and guidance, while seeking guidance as appropriate. Daily responsibilities will include maintaining Dr. Hochberg's clinical and research calendars, scheduling meetings, calendar management, preparing and distributing emails, forms, and reports which are often of a sensitive/confidential nature, and coordinating activities with other researchers. Additional duties include maintaining the BrainGate research supplies, and processing patient and staff reimbursements.

This position will also provide intermittent support to core CNTR faculty whose primary offices are at MGH-101 Merrimac St., including physician-scientist faculty (Dr. Hochberg, Cash, Edlow, Lin, Rubin, Rosenthal, and Young) and science faculty (Drs. Bodien and Paulk).

This position may require occasional (no more than one day per week) work at Brown University.

The position will possess expert knowledge of the BrainGate research and CNTR routine as well as understanding of the organization, programs and procedures related to the BrainGate and CNTR faculty and team. Interacts professionally with all levels of the organization including physicians, nurses, patients, visitors and others outside of MGH. Interacts closely with colleagues at affiliated medical centers and universities across the US.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

#### Research Team Support Responsibilities

- Provide oversight and review of reimbursements for BrainGate and CNTR staff to maintain compliance with MGB and/or other relevant policies. Process purchase orders, check requests, and petty cash vouchers as needed.
- Meets regularly with the Director concerning daily assignments; prioritizes work for the day and the week.
- Coordinates Clinical Oversight Committee or Data Safety and Monitoring Committee meetings; assists Research Nurse in preparation of COC/DSMB minutes.
- Assists Regulatory Manager in preparation of regulatory filings to IRB and FDA.

- Maintains supplies, forms, requisitions and equipment. Coordination repairs and replacement of equipment. Manage computer inventory and upgrades.
- Coordinates meetings, luncheons, lectures, conferences, etc. including scheduling, preparing agenda, distributing reminders, and arranging for refreshments, conference room, and transportation as needed.
- Assists in preparing grant applications.
- Screens and triages group clinical trial email inbox; responds to correspondence on behalf of the physician leaders as appropriate, or directs email to appropriate BrainGate or CNTR staff.
- Schedule transportation for research participants
- Book clinical trial monitoring-related and research-related travel
- Complete and obtain signatures for Sponsored Events including annual BrainGate Summit meeting.
- Liaise with other institutions to move forward data use agreements and contracts.
- Take responsibility to work with buildings and grounds or IS on physical plant or technology issues, including ethernet outages, AV equipment.
- Coordinate various meetings including food/menu and payment of expenses
- Coordinate MRI scheduling, transportation for participant, involving staff in the Departments of Surgery and Anesthesia as needed
- Prepares and processes purchase orders as needed.
- Performs photocopying, faxing, filing as needed.
- Participates in staff meetings as appropriate.
- Initiates projects as appropriate.
- Coordinate and schedule BrainGate surgeries
- Work with other investigators at MGH Neurology to expand CNTR research and clinical activities
- Assist new employees orientation, assist with performance reviews, provide guidance on employee standards of behavior
- Coordinate nonemployee processing
- Create research banners, posters, and recruiting materials using Adobe Illustrator, Adobe Photoshop, etc.
- Maintain off-site archive (Retrievex) and coordinate delivery of documents when needed
- Maintain inventory of lab supplies and computers.
- Coordinate repair of computers when required
- Creates, maintains, and updates spreadsheets and databases (e.g. for storage of records, patient lists, mailing lists, personnel lists, etc.) as appropriate.
- Assists with preparation of correspondence, mailing, overnight delivery, ordering of office supplies as needed
- Manages 101M Hoteling and house keeping
- Manages BrainGate/CNTR meeting and event announcement
- Coordinates Dr. Hochberg's interactions with patients and patient's families when requested

### **Director Support Responsibilities**

- Maintains the Director's administrative calendars, including scheduling of meetings, conferences, etc.
- Manage the day-to-day operation of the Director's office.
- Arranges for the Director's travel including arranging airline, accommodations, auto rental, and ground transportation reservations; prepares travel expense reports, non-MGH reimbursement forms, and any other travel paperwork necessary to process reimbursement and submits receipts for reimbursement to conference/meeting sponsors and/or MGH as appropriate.
- Answers the Director's telephone and takes accurate messages.
- Review correspondence and respond directly.
- Prepare informational summaries in both narrative and statistical formats.
- Function as a principal communications link between the Director and members of the professional management staff, chiefs of service, other directors, the general public, government

representatives, industrial partners, philanthropic sources, and academic deans.

- Provide a point of trust, sensitivity, and diffusion for the Director's professional colleagues, trainees, and research collaborators regarding possibly controversial policies or decisions, analyzing the concerns and working with the individual(s) to arrive at the basic issue(s) to be addressed.
- Prepares/updates Curriculum Vitae on a regular basis as needed.
- Emails appropriate CV versions, biosketches, etc as needed.
- Prepares/updates Director's web profiles on a regular basis as needed.
- Maintains materials for documenting Continuing Medical Education (CME) credits on an ongoing basis.
- Provides CME objectives to outside requestors for Director's lectures
- Manage re-credentialing for Director at MGH and Spaulding
- Organizes materials for presentations; retrieves articles from electronic libraries as requested.
- Arranges for outside visitors, patients, etc. as requested.
- Coordinate Director's Telestroke service reappointments with Telehealth Service
- Maintains and tracks physician's medical license(s), DEA certificate, subscriptions, etc.; maintains "tickler" file to ensure timely submission/renewal;
- Performs special projects for the Director and other CNTR physician leadership as may arise from time-to-time.
- Updates and maintains research websites (basic editing with Wordpress)
- Runs Errands
- Maintains Physical Environment

#### SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Strong quantitative skills; Specific experience in secretarial/executive administrative support preferred.
- Skill with Excel spreadsheets and databases is needed. Must be thoroughly familiar with Microsoft Office applications including Word, Excel, PowerPoint, and other Microsoft Office programs. Ability to learn new computer-based applications is critical.
- Experience and comfort in MacOS environment as well as basic Windows environment.
- Demonstrated writing and editing skills.
- Five years relevant experience or three years directly applicable experience in Partners affiliated Hospital strongly preferred.
- Excellent interpersonal/communications skills, including effective and productive email skills.
- Exceptional organizational skills and the flexibility to develop and handle multiple tasks and deadline pressures in a fast-paced environment.
- Must pay particular attention to detail and deadlines.
- Must be a team-player and have a demonstrated ability to juggle multiple tasks and competing priorities.
- Ability to interact with individuals at all levels of the organization.
- Must be able to work and make decisions independently, exercise discretion, and maintain strict confidentiality.
- Typing 55 WPM required.
- Excellent command of English language, including medical and scientific terminology.
- Ability to take initiative, but also to accept direction and seek guidance appropriately.
- Is knowledgeable and compliant in all hospital, State and Federal regulatory requirements, including hospital policy and procedures (where applicable to the performance of the job), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- A minimum of two executive-level professional references will be required.

- Basic HTML/website support and maintenance (Wordpress) skills desirable.
- Experience in Apple Keynote desirable.
- DropBox file organization and maintenance.
- Graphic arts (Adobe Illustrator, Adobe Photoshop)

#### **Qualifications**

##### **EDUCATION:**

Associate's degree required; Bachelor's degree preferred

Minimum of 3-5 years of related experience.

##### ***WORKING CONDITIONS:***

Normal office conditions. 2-3 days per week on-site at MGH (Boston) CNTR; ~2 days per week eligible for remote. Must be able to occasionally travel to Providence, Rhode Island office location as needed

##### ***SUPERVISORY RESPONSIBILITY:***

Administrative oversight of Research Nurse and Clinical Neurotechnology Research Assistants (~ 3, plus 4+ non-employees).

##### ***FISCAL RESPONSIBILITY:***

Limited to careful management of laboratory and CNTR purchases and staff/faculty reimbursements. Assists CNTR financial manager in prudent fiscal management of program resources.

**Primary Location** USA-MA-Boston

#### **Work Locations**

55 Fruit Street

Boston 02114

**Job** Administrative Support

**Organization** Massachusetts General Hospital(MGH)

**Schedule** Full-time

**Standard Hours:** 40

**Shift** Day Job

**Employee Status** Regular

**Recruiting Department:** MGH Neurology Research

**Posting Date** Dec 7, 2021