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Job Reference #: US317255_BH1124790
Work Type: Full Time
Employment Type: Temporary
Category: Biotech/Clinical/R&D/Science
Career Level: Experienced (Non-Manager)
Location: Bethesda MD
Industry: Government and Public Sector
Highest Education: Bachelors Degree
% of Travel: Not Specified
Date Posted: 6 days ago

Psychometrist/Neuropsychology Research Coordinator - NIH - Bethesda, MD

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Psychometrist/Neuropsychology Research Coordinator ** NIH ** Bethesda, MD

Kelly Government Solutions is a strategic supplier and business partner to the federal government and its key suppliers. Through our partnership with the National Institutes of Health, Kelly Government Solutions offers administrative, IT, engineering, scientific, and healthcare professionals the opportunity to work with one of the most prestigious research organizations in the world. We are currently seeking a Psychometrist/Neuropsychology Research Coordinator to work with the National Institutes of Health in Bethesda, MD.

This is a long-term contract position which offers:

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TASKS/SERVICES: The contractor shall:

- (1) Provide assistance with clinical and research neuropsychological testing of medically ill and healthy research patients/participants, working with a board certified neuropsychologist; many of the participants will be enrolled in HIV studies
- (2) Perform clinical and research neuropsychological testing of medically ill research patients and healthy participants
- (3) Initiate and complete scheduling of participants for testing; document schedule-related matters including patient appointments
- (4) Administer, score, and summarize results for a range of neuropsychological, intellectual, and psychological assessment instruments (tests)
- (5) Work with staff on training and monitoring the quality of test administration/scoring of other personnel; document training
- (6) Organize and maintain participant files containing participant information and test results
- (7) Organize and maintain computer databases containing participant information and test results
- (8) Work with staff on research activities; perform preliminary analysis on data using statistical analysis software
- (9) Ensure that an adequate supply of testing materials is available for usage

REQUIREMENTS: The contractor ideally would have:

- (1) Bachelor's degree in Psychology or a related discipline
- (2) Minimum of three (3) years of related experience with **certification as a specialist in psychometry** and/or strong neuropsychology testing experience preferred
- (3) Excellent interpersonal skills with the ability to interact patiently and tactfully with medically ill and cognitively impaired participants
- (4) Excellent proficiency in Microsoft Office Suite and Windows-based computer programs (MS Word, Excel, Outlook, Access, and PowerPoint) and Internet Explorer
- (5) Expertise in database management
- (6) Strong communications skills, both oral and written
- (7) Excellent analytical, troubleshooting, organizational, and time management skills
- (8) Strong methodical and detail-oriented skills

PLEASE APPLY ONLINE

Note that the phone number for our NIH branch is not listed. Due to the high volume of inquiries, we regret that we cannot accept phone calls. All qualified candidates will be contacted.

Once you have applied online to the position, if you have specific questions, you may contact us at kellyrecruiter@mail.nih.gov

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