

***Job Description:
Study Coordinator***



Position Background

Atentiv LLC seeks to provide personalized digital learning tools to children that naturally optimize, remediate, or rehabilitate inattention to improve academic performance. The Company is seeking a Study Coordinator to oversee the design, scheduling, application, and tracking of the multiple wave home study designed to assess the compliance, usability and efficacy of the ATENTIVmynd™ Games. The results of the home study will ultimately be used to directly inform the design and customer service platform of Atentiv's commercialized product. The candidate will also work directly with the Principal Investigator on protocol and manuscript preparation and will have the opportunity to serve as an author on publications. The direction of Atentiv's other research studies rely on the outcomes and robustness of the home study. This is an unrivaled opportunity for a person looking to gain further research experience and contribute to the development of a unique digital learning curriculum.

The ideal candidate will possess the following qualities:

- Organized: should be able to efficiently complete the screening and assessment administration for all participants, continuously track the progress of all participants in the training, and work directly with the Principal Investigator in order to effectively present findings of the home study to executives and game developers and other staff members.
- Personable: will be representing the company to kids, parents, and investors, and will need to be friendly, compassionate, and understanding. They should have experience working with children that suffer from attention dysfunction or other learning disabilities and their parents. They should also have the ability to effectively become an expert on Atentiv's pedagogy and results of prior school and clinical studies.
- Responsible: must understand and consistently execute on the many important tasks involved in single-handedly managing multiple wave home studies and overseeing the training of children with attention dysfunction. They must be self-motivated and reliable. They must be trustworthy in their ability to follow the study protocol precisely and have the confidence to troubleshoot any issues that may arise.
- Flexible: must have the flexibility to respond to, communicate and help address the challenges that come with the conduct of home based studies. Must also have the ability to juggle various tasks within a fast pace start-up environment.



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- Communicative and Collaborative: will need to be in constant communication with the Principal Investigator and Atentiv staff and participate in development and implementation of the training solution
- Passion: must have a passion for the design of digital learning curriculums and pedagogies and the impact that they can have on a child's cognition, behavior and academic performance.

Responsibilities

The Study Coordinator will ultimately be responsible for carrying out the approved home study protocol, analyzing and presenting results and participating in manuscript preparation. This includes:

- Deep understanding of the training pedagogy and mechanics as well as the findings of the school and clinical studies
- Explaining and teaching the pedagogy and the research associated with the training to participants and their parents as well as other potential users and investors
- Recruiting participants and their parents using a variety of recruiting methods (e.g. recruiting parents from website and local clinics)
- Pre-screening and phone screening home study participants on a rolling basis
- Scheduling and conducting home visits, including administration of the consent and assent form and pre-training assessment measurements as well as supervision of the first training mission at the home of the participant
- Remotely tracking and monitoring participants' compliance, progress and performance in the training using multiple database systems simultaneously
- Designing and reiterating on parent questionnaires used to assess the compliance, usability and efficacy of the training within the home
- Conducting weekly phone calls with participants' parents in order to expand on information from the parent questionnaires as well as troubleshoot and solve technological issues
- Designing, presenting and analyzing performance reports to staff members as well as participants and their parents
- Presenting findings of the home study and key performance indicators to Principal Investigator, Chief Executives, Creative Director and game developers
- Communicating in a confident manner, mechanics of the game that are working well and those that require improvement to Atentiv staff members
- Adhere to all safety and quality requirements, including assuring compliance with patient protections such as informed consent and safety monitoring and reporting

Requirements

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- Reside in the Boston area, with reliable transportation to Atentiv headquarters and the homes of study participants Monday through Friday within the greater Boston area.
- Research coordination experience involving the management of 15-20 participants simultaneously
- Ability to administer and manage study measurements and other protocol documents (e.g. consent and assent forms)
- Proficient in Microsoft Office, especially Access and Excel required, experience with JIRA, Mendeley, Survey Monkey, Dropbox, and Sync preferred
- Ability to read and analyze complex graphs that depict the participant's in-game performance
- Experience working with children with attention dysfunction or other learning disabilities and their families preferred
- Preferred experience with the administration of the ADHD-RS and academic performance measurements
- Preferred experience administering EEG tests
- Bachelors Degree with 3-4 years of research coordination experience, Master's Degree, with studies in developmental or educational psychology preferred