Job Title	Lead MRI Technologist
PVN ID	RC-2408-006406
Category	Research
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	
Status	Full Time
Annual Salary	$90,000.00 - $116,480.00
Hour(s) a Week	35
Closing Date	Oct 20, 2024 (Or Until Filled)

General Description

The ASRC MRI Facility seeks a motivated and talented research technician to serve as the Lead MRI Technologist. Primary duties involve promoting a safe enviroment for all and coordinating with other technologists, researchers, and the MRI scanner schedule to ensure all scheduled scans are accommodated.

Additional duties include:

RESEARCH COORDINATION

- Coordinates between scheduling requests from users and MR tech staffing availability
- Add visitors to security list
- Request temporary parking for visitors as needed
- Navigate participants to ASRC and MRI facilities.
- Coordinates scheduling of service maintenance with vendors (e.g. Siemens for MRI)
- Maintain up-to-date scheduling calendar (e.g. notification for when instrument down for repair, for PM, facility closure, or no technologist available)
- Flag MRI safety contraindications prior to scans. Assist in safety verification (e.g. request subjects provide documentation from doctor/dentist regarding implants).

NEW USERS

- Assist with onboarding
- Schedule badge creation
- Set up user accounts on stimulus, behavioral, and mock scanner computers
- Add info to PI list spreadsheet
- Create new Project and User accounts on Flywheel Database

PURCHASING

- Recurrent purchases of consumables for regular operations
- Submit RF payment requests (e.g. teleradiology)

- Reconcile pcard purchases
- Identify new items for purchase as needed

SCRUBS, SHEETS, AND BLANKETS

- Maintain adequate inventory of scrubs, sheets, and blankets for subject use
- Schedule laundry pick up and delivery
- Restock as needed

PATIENT DATABASE

- Backups to XHD and server
- Update spreadsheet of backup data info
- Periodic Deletion
- User specific, custom data pushes

MRI SCANNER OPERATION

- Checklist creation and completion for each study
- Prepare ancillary equipment for scheduled experiments:
    - button boxes
    - physiological (BIOpak and Siemens) devices
    - RF coils
- Post scan
    - Sterilize
    - Vacuum
    - Data backup
    - Upload incidental findings to teleradiologist
- QC
    - Spherical phantom
    - Siemens QA

EEG QC

- Perform EEG QC routinely on 6 EEG head caps
- Update QC log and post in behavioral room in sight of users

RECORD KEEPING

- Safety screening form
- Study checklists
- Purchases
- QC logs

Additional duties as assigned.

Other Duties

Qualifications

ARRT certification for MRI or equivalent.