Job Description

Job Title: Research Study Coordinator  
Department: MED-Ctr for Healthcare Studies

Job ID: 32750  
Percent Full Time: 50 or 100

Location: Chicago Campus  
Grade: NEX 11

Job Summary:

The Research Study Coordinator coordinates collection, analysis, processing & reporting of data & assists Principal Investigator (PI) in judging the validity of test data obtained in regard to biomedical &/or social-behavioral research study(ies) of limited complexity involving co-investigators, multiple campuses &/or universities. Completes all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

**Please note:** There might be research (education sessions) to be provided on weekends. Full-time and part-time applicants are encouraged to apply - this could be a full-time or part-time position.

Specific Responsibilities:

**Technical**

- Participates in the planning & conduct of research study including participant recruitment and retention.
- Obtains informed consent
- Administers tests &/or questionnaires following protocols.
- Collects, compiles, tabulates & processes responses.
- Gathers information.
- Extracts & analyzes data from medical charts.

**Administration**

- Collects, records, reviews & summarizes research data.
- Collates relevant mathematical results & prepares tables, charts & graphs reflecting relationships of multiple tests.
- Prepares reports for investigators and sponsors on recruitment status and other pertinent study data.
- Writes portions of grant applications & co-author scientific papers.
- Completes documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

**Finance**

- May process payments for research participants per study protocol.
Supervision

- May provide work direction &/or train other research staff to interview/test participants.
- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience and 2 years' research study or other relevant experience required; OR
- Successful completion of a full course of study in an accredited college or university leading to a master's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience.
- Must complete Northwestern's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Humility and the desire to learn.
- Commitment to working hard under strict timelines while balancing multiple projects in the context of shifting priorities.
- Ability to work in a professional manner as both a self-starter and a team member.
- Knowledge of the scientific method.
- Excellent writing and interpersonal skills.
- Experience with obtaining informed consent from study participants.
- Experience with data collection e.g., conducting surveys, semi-structured interviews, or focus groups.
- Experience with data entry.
- Strong proficiency with MS Office software (Word, Excel, PowerPoint).
- Plans, organizes, and schedules in an efficient, productive manner.
- Proactive work habits, anticipates contingencies, and pays attention to detail.
- Ability and willingness to transcribe audio recorded interviews/discussions.
- Takes initiative to solve research problems.
- Ability and willingness to perform qualitative analysis (coding) and use a qualitative analysis software program.
- Targets projects or initiatives that require special attention and focuses on key tasks when faced with limited time and/or resources.
- Strong motivation to succeed as a member of our interdisciplinary research group.

Preferred Qualifications:

- Have at least 2-3 years of research experience in social or health sciences.
- Institutional Review Board submission experience.
- Experience with recruiting and obtaining informed consent from research study participants.
- Experience collecting data from human subjects.
- Qualitative research and analysis experience.
- Experience with SPSS.
- Familiarity with chronic disease management.
Preferred Competencies: (Skills, knowledge, and abilities)

- Good writing skills, publications.
- Survey research experience.
- Training in qualitative research methods.
- Qualitative research and analysis experience.
- Experience with writing data reports.
- Qualitative data analysis software experience (e.g., The Ethnograph, Atlas TI).
- Interest in chronic illness management, health care policy, and Veterans health.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.