Job Description

Job Title: Research Study Coordinator  
Department: Ctr for Health Info Partnerships

Job ID: 34100  
Percent Full Time: 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. This position 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).

The mission of the Center for Health Information Partnerships (CHiP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHiP has a vision for “information-driven health for all.”

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.
- Works with industry representatives to negotiate tentative grant funding.
- Coordinates reimbursements for expert panel travel, consultant pay, additional gift card orders, etc. & ensure costs remain within allotted grant budget.

**Supervision**

- May provide work direction &/or train other research staff to interview/test participants.
- May act as a mentor in regard to education of junior coordinators.

**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 NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

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

- Strong interpersonal and communication skills, in-person and via phone/web.
- Exceptional organizational skills, time management efficiency, and personal accountability.
- Proficient with Microsoft Office software.
- Excellent attention to detail.
- Strong ability to multi-task and prioritize across multiple projects.

**Preferred Qualifications: (Education and experience)**

- Education in a field relevant to public health, health policy or other related field.
- Experience in conducting human subject research and outreach activities with at-risk populations, preferably in community settings.

**Preferred Competencies: (Skills, knowledge, and abilities)**

- Attention to detail.
- Listens to others and communicates in an effective manner.
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