Job Description

Job Title: Research Project Coordinator
Department: MED- Center for Community Health
Job ID: 28964
Percent Full Time: 100%
Location: Chicago Campus
Minimum to Midpoint Salary: $42,601 – 53,925
Grade: EXS 5

Job Summary:

The Research Project Coordinator manages daily operations of a biomedical &/or social-behavioral research study involving multidisciplinary teams of colleagues, sponsors & other external project stakeholders. Monitors study performance, analyzes & review results, & supervises development & implementation of new protocols. Assigns work & supervises study staff & reviews technical operations ensuring that all processes, protocols & procedures are quality controlled & functioning up to standards. Develops implements & administers budgets, grant & administrative procedures. May co-author scientific papers for presentation & publication & coordinates writing, submission & administration of grants. Ensures that all study activities are completed by strictly following Good Clinical Practices (GCP) & all 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).

Specific Responsibilities:

Technical

- Leads execution & control of a biomedical &/or social science project or research study.
- Coordinates processing & analysis of data, conduct of experimental tests & procedures.
- Develops new &/or revised research methodologies.
- Ensures completion of study activities per protocol including recruitment.
- Ascertains pretreatment & eligibility requirements.
- Obtains informed consent.
- Registers participant with appropriate sponsor.
- Interviews & obtains medical & social histories.
- Collects data from medical records.
- Administers, schedules &/or scores tests.

Administration
• Oversees & manages collection, maintenance, analysis & evaluation of data that will be used in grant submissions, presentations & publications.
• Ensures that information is entered correctly into databases.
• Assists PI in reviewing, analyzing, interpreting, summarizing, formatting, editing, & preparing tables, charts, graphs, progress & final reports, etc.
• Coordinates between sponsoring agencies, collaborating organizations &/or other research &/or educational institutions.
• Ensures that all study documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols are completed in a timely manner.

Finance
• Manages lab/study budget & inventory including purchasing of supplies & services ensuring that they are necessary, reasonable & project related.
• Orders & maintains inventory of study supplies.
• Distributes intra-departmental charges.
• Negotiates with vendors, obtain quotes & arrange for demos of large equipment.

Supervision
• Trains, directs, assigns duties to & supervises research staff, students, residents &/or fellows.
• Acts as a mentor in regard to education of junior coordinators.

Miscellaneous
• 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 3 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 and 1 year research study or other relevant experience.
• Supervisory or project management experience required.
• Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

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.