Job Description

**Job Title:** Research Project Coordinator  
**Department:** MED- Ctr for Healthcare Studies  
**Job ID:** 29126  
**Percent Full Time:** 100.00  
**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 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.  
- Ensures completion of study activities per protocol including recruitment.  
- Obtains informed consent.

**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.

**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.
• Have at least 3 years of research experiences in social or health sciences.
• Experience managing a research project.
• Knowledge of the scientific method.
• Training in qualitative research methods.
• Qualitative research and analysis experience.
• 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.
• Experience with descriptive statistics.
• Strong proficiency with MS Office software (Word, Excel, PowerPoint).
• Institutional Review Board submission experience.
• Ability to work in a professional manner as both a self-starter and a team member.
• Excellent writing and interpersonal skills.
• Experience with writing data reports.
• Plans, organizes, and schedules in an efficient, productive manner.
• Anticipates contingencies and pays attention to detail.
• Takes initiative to solve research problems.
• Strong motivation to succeed as a member of our interdisciplinary research group.

Preferred Qualifications:

• 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.
• Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.
• Have an MPH or Master's degree in social or health sciences.
• 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.