Job Description

**Job Title:** Research Project Coordinator  
**Department:** Ctr for Healthcare Studies

**Job ID:** 32286  
**Percent Full Time:** 100

**Location:** Chicago Campus  
**Grade:** EXS / 6

**Job Summary:**

This position manages daily operations of a biomedical &/or social-behavioral research study involving multidisciplinary teams of colleagues, sponsors & other external project stakeholders. The Research Project Coordinator monitors study performance, analyzes & review results, & supervises development & implementation of new protocols. This role assigns work & supervises study staff & reviews technical operations ensuring that all processes, protocols & procedures are quality controlled & functioning up to standards. This position develops implements & administers budgets, grant & administrative procedures. The Research Project Coordinator 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).

**Project Description:**

This position will serve as a Project Coordinator of the Illinois Perinatal Quality Collaborative (ILPQC) focused on the Immediate Postpartum Long Acting Reversible Contraception Initiative. This initiative will assist participating Illinois birthing hospitals in setting up systems to provide patients access to Immediate Postpartum LARC (long acting reversible contraception including IUD’s and hormonal implants) before they are discharged from the hospital after giving birth. Participating hospitals will work together to: implement best practice protocols, develop coding and billing strategies, and improve provider and patient education on IPLARC.ILPQC facilitates state-wide system based research and quality improvement initiatives to improve pregnancy and neonatal outcomes in birthing hospitals across the state by providing: opportunities for collaborative learning, rapid response data and hospital team QI support. The position will serve as administrative and data support to the primary investigator, state project director, data and advisory groups. Responsibilities of this position fall into three main areas: (1) project coordination; (2) data management, analysis and reporting; (3) collaborative communications. It will be essential that the person in this role can work with data in Excel and perform preliminary analysis for ILPQC. This position will manage communications for all stakeholders including setting meetings and communicating updates to multiple groups. This position will work closely with team leaders, including nursing, midwife and physician leaders, from participating birthing hospitals. In addition this position will be responsible for creating updated slides, including data, for presentations at multiple levels. They will work on website development/maintenance, branding and event planning for statewide events. They will also assist with producing grant reports to funding organizations.
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.

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.

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 Northwestern’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 and accurate data entry.

Preferred Qualifications: (Education and experience)

• Master’s degree strongly preferred.
• Experience working in the area of reproductive health / family planning / prenatal care or maternal child health is helpful.
• Experience with marketing/communication. Job responsibilities will include managing website content and creating marketing and promotional materials for events, presentations, annual conferences, hospital teams, etc.
• Experience or exposure with quality improvement work is a benefit.
• Experience with the preparation and submission of grant reports to funding organizations is a benefit.

Preferred Competencies: (Skills, knowledge, and abilities)

• Exposure to tools and software including REDCap, MailChimp, Survey Monkey, Adobe InDesign, Adobe Connect a plus.
• Strong communication and the ability to facilitate communication between clinical leadership, hospital teams, advisory boards, data teams, key stakeholders, etc.

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.