Job Description

Job Title: Research Project Coordinator  
Department: MED-Surgical Oncology

Job ID: 31131  
Percent Full Time: 100

Location: Chicago Campus  
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.

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 in a social or health science + 3 years’ experience; or 5 years practical research study or related experience; or a master's degree in a social or health science + 1 year experience is required.
• Supervisory or project management experience required.
• Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

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

• Proven track record of project management.
• Strong working knowledge of Microsoft Office Suite (Excel, PowerPoint, Word).

Preferred Qualifications:

• Master's Degree such as MPH or MS/MA in epidemiology, sociology, biostatistics.
• Analytic skills using SAS or STATA.
• Knowledge of qualitative research methods.

Preferred Competencies: (Skills, knowledge, and abilities)

• Strong written and verbal communication skills.
• Ability to work well in a team setting.
• Strong organizational skills.

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.