Job Description

Job Title: Research Study Coordinator

Department: Ctr for Healthcare Studies

Job ID: 30273

Percent Full Time: 100

Location: Chicago Campus

Grade: NEX 11

Job Summary:

Coordinates collection, analysis, processing & reporting of data & assists Principal Investigator (PI) in judging the validity of test data obtained in regard to biomedical and/or social-behavioral research study(ies) of limited complexity involving co-investigators, multiple campuses and/or universities. 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)

Specific Responsibilities:

Technical

• Participates in the planning & conduct of research study including participant recruitment and retention.
• Obtains informed consent.
• Administers tests and/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.
• Coordinates reimbursements for expert panel travel, consultant pay, additional gift card orders, etc. & ensure costs remain within allotted grant budget.
• 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 Northwestern's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Minimum Competencies:

• IRB experience

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.