Job Description

**Job Title:** Research Study Coordinator  
**Department:** IPHAM, Ctr for Healthcare Studies  
**Job ID:** 35248  
**Percent Full Time:** 100  
**Location:** Chicago Campus  
**Grade:** NEX 11 (Full-Time)

**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 &/or social-behavioral research study(ies) of limited complexity involving co-investigators, multiple campuses &/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).

*Please Note:* There might be research (education sessions) to be provided on weekends.

**Specific Responsibilities:**

**Technical**
- Participates in the planning & conduct of research study including participant recruitment and retention.
- Obtains informed consent
- Administers tests &/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.

**Supervision**

• May provide work direction &/or train other research staff to interview/test participants.
• 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 NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

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

• 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 NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

**Preferred Qualifications:**

• MPH or Master’s degree in social or health sciences
• At least 2-3 years of research experience in social or health sciences
• Institutional Review Board submission experience
• 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

**Preferred Competencies:** (Skills, knowledge, and abilities)

• Good writing skills, publications
• Survey research experience
• Training in qualitative research methods
- Qualitative research and analysis experience
- Experience with writing data reports
- Qualitative data analysis software experience (e.g., The Ethnograph, Atlas TI)
- Interest in chronic illness management, health care policy, and Veterans health

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