Job Description

Job Title: Research Study Coordinator
Department: Ctr for Community Health
Job ID: 34814
Percent Full Time: 100
Location: Chicago Campus
Grade: NEX 11

Job Summary:

Research Study Coordinator 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: The research coordinator will join an interdisciplinary team of scientists, staff, and community advocates in the Center for Community Health. In this role, the research coordinator may travel to research partner sites throughout the Chicagoland area. The research coordinator will facilitate communication with key personnel and participants to maintain project study flow. Working conditions include:

- Occasional evening or weekend hours, as needed.
- Ability to effectively communicate both verbally and written.
- May require occasional bending and lifting up to 25 pounds.
- Ability to remain seated for extended periods of time.
- Will require periodic travel.

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.
- Completes basic clinical procedures such as drawing blood & obtaining blood pressure.

Administration
• Collects, records, reviews & summarizes research data.
• Prepares reports for investigators and sponsors on recruitment status and other pertinent study data.
• 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.

Supervision

• May provide work direction &/or train other research staff to interview/test participants.
• May act 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 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: (Skills, knowledge, and abilities.)

• Self-starter.
• Superb communication skills.
• Detail oriented.

Preferred Qualifications:

• Experience using REDCap, MS Office (Word, Excel, Outlook, etc.).
• 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 and 2 years research study experience.

Preferred Competencies: (Skills, knowledge, and abilities)

• Experience coordinating research studies.
• Bilingual (English & Spanish) candidates encouraged to apply.

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.