Job Description

Job Title: Research Project Coordinator        Department: IPHAM-Ctr for Healthcare Studies
Job ID: 36036                                   Percent Full Time: 100
Location: Chicago Campus                        Grade: EXS 5

Job Summary:
The Center for Healthcare Studies, housed within the Institute for Public Health and Medicine (IPHAM),
is seeking a Research Project Coordinator to support the research of Dr. Elisa Gordon.

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. This role monitors study performance, analyzes & review results, & supervises
development & implementation of new protocols. This position assigns work & supervises study staff &
reviews technical operations ensuring that all processes, protocols & procedures are quality controlled
& functioning up to standards. The Research Project Coordinator develops implements & administers
budgets, grant & administrative procedures. This position may co-author scientific papers for
presentation & publication & coordinates writing, submission & administration of grants. This role
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
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
- Ensures completion of study activities per protocol including recruitment.
- Ascertains pretreatment & eligibility requirements.
- Obtains informed consent.
- 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.
Finance
- Manages lab/study budget & inventory including purchasing of supplies & services ensuring that they are necessary, reasonable & project related.
- 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.
- Employment experience in a research capacity.

Minimum Competencies: (Skills, knowledge, and abilities.)
- Humility and the desire to learn.
- Commitment to working hard under strict timelines while balancing multiple projects in the context of shifting priorities.
- Ability to work in a professional manner as both a self-starter and a team member.
- Knowledge of the scientific method.
- Excellent writing and oral communication and interpersonal skills.
- Experience with obtaining informed consent from study participants.
- Experience with data collection e.g., conducting surveys, semi-structured interviews, or focus groups.
- Experience with data entry.
- Strong proficiency with MS Office software (Word, Excel, PowerPoint).
- Plans, organizes, and schedules in an efficient, productive manner.
- Proactive work habits, anticipates contingencies, and pays attention to detail;
- Ability and willingness to transcribe audio recorded interviews/discussions.
- Takes initiative to solve research problems.
- Ability and willingness to perform qualitative analysis (coding) and use a qualitative analysis software program.
- Targets projects or initiatives that require special attention and focuses on key tasks when faced with limited time and/or resources;
- Strong motivation to succeed as a member of our interdisciplinary research group.

Preferred Qualifications: (Education and experience)
- MPH or Master’s degree.
- At least 3-4 years of research experience in social or health sciences.
• Institutional Review Board preparation and submission experience.
• Grant writing experience.
• Experience with writing publications.
• 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.
• Experience with running a research project.

Preferred Competencies: (Skills, knowledge, and abilities)
• Excellent writing skills.
• Ability to write grants.
• Track record of co-authorship on 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, NVIVO).
• Interest in ethics, chronic illness management, health care policy, and transplantation.

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.