Job Title: Research Study Coordinator Sr.  
Department: IPHAM-Ctr for Community Health

Job ID: 36037  
Percent Full Time: 100

Location: Chicago Campus  
Grade: NEX 13

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.

This position coordinates & completes the day to day administrative & technical activities involved in a single complex, large, nationwide or multiple moderately complex concurrent biomedical &/or social-behavioral research study(ies) involving multiple sites& /or longitudinal assessments/ interventions. The Senior Research Study Coordinator ensures that all activities are completed 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 studies.
- Reviews project & protocol & recommends strategies to expedite study.
- Recruits & retains participants.
- Obtains informed consent.
- Administers tests &/or questionnaires following protocols.
- Collects, compiles, tabulates &/or process responses.
- Gathers information.
- Extracts & analyzes data from medical charts.
- Monitors & maintains systems for effective participant and data flow for studies.

**Administration**
- Manages study databases which may include ensuring that data is collected & entered correctly.
- Reviews & analyzes data.
- Creates computer models, graphs, reports & summaries for use in publications, professional journals, & grant applications.
- Writes portions of grant applications.
- Co-authors scientific papers for presentation & publication.
- Researches & obtains funding.
- Creates & maintains study manuals regarding operating, safety, and etc. procedures.
- Ensures that all study documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols are completed in a timely manner.

**Finance**
May process payments for research participants per study protocol.
Maintains & reconciles expenditures & balances in regard to research accounts & budgets.

**Supervision**
- Trains, directs, assigns duties to & may supervise 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 4 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 2 years' research study or other relevant experience.
- 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.