Job Description

**Job Title:** Research Study Coordinator Sr. 
**Department:** Ctr for Health Info Partnerships

**Job ID:** 35929 
**Percent Full Time:** 100

**Location:** Chicago Campus 
**Grade:** NEX 13

**Job Summary:**
The mission of the Center for Health Information Partnerships (CHiP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHiP has a vision for “information-driven health for all.”

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.
- 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.
- Creates lab financial plan & budget/audit expenses.
- Reviews & adjusts expenses to decrease costs.
- Administers budget including negotiating with grant sponsors.
- 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 NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

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

- High proficiency with Microsoft Office, and overall technical aptitude.
- General understanding of accounting principles, experience with budgeting and financial management.
- Plans, organizes, and schedules in an efficient, productive manner; anticipates contingencies and pays attention to detail.
- Facilitates open and effective communication, cooperation, and teamwork within and outside of one's team.
- Ability to work independently and on a self-directed basis.

Preferred Qualifications: (Education and experience)

- Experience with human subject’s research, protected health information (PHI), and institutional review boards (IRB).
- Experience with electronic medical records.
- Experience interacting professionally with patients, medical practices, and/or providers.
- Clinical, healthcare, or public health background.

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