

# Job Description

**Job Title:** Research Study Coordinator

**Department:** IPHAM, Ctr for Healthcare Studies

**Job ID:** 35357

**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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