

Job Description

Job Title: Research Project Coordinator

Department: SOQIC

Job ID: 35551

Percent Full Time: 100

Location: Chicago Campus

Grade: EXS 5

Job Summary:

The Research Project Coordinator manages daily operations of biomedical &/or social-behavioral research studies in the Department of Surgery involving multidisciplinary teams of colleagues, sponsors & other external project stakeholders. Monitors study performance, analyzes & review results, & supervises development & implementation of new protocols. Assigns work & supervises study staff & reviews technical operations ensuring that all processes, protocols & procedures are quality controlled & functioning up to standards. Develops implements & administers budgets, grant & administrative procedures. May co-author scientific papers for presentation & publication. Coordinates writing, submission & administration of grants. 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 Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

Please Note: Supervisor provides objectives, deadlines and specific instructions only for new, difficult, and/or unusual work. Work is reviewed upon completion and only occasionally to verify technical accuracy and compliance with practice, policy, and procedures. EE informs supervisor of on-going progress and/or potentially controversial matters.

Specific Responsibilities:

Technical

- Leads execution & control of a biomedical &/or social science project or research study.
- Coordinates processing of data, conduct of experimental tests & procedures
- Manages implementation of study across multiple intervention sites.
- Develops new &/or revised research methodologies.
- Ensures development of study protocol and completion of study activities per protocol including recruitment.
- Ascertain pretreatment & eligibility requirements.
- Obtains informed consent.
- Registers participant with appropriate sponsor.
- Interviews & obtains medical & social histories.
- Collects data from medical records.
- Administers, schedules &/or scores tests.

Administration

- Oversees & manages collection, maintenance, and evaluation of data that will be used in grant submissions, presentations & publications.
- Ensures that information is entered correctly into databases.
- Assists study Principal Investigator 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.

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.
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Exceptional written and verbal communication skills
- Ability to thrive in a collaborative environment
- Identifies and resolves problems in a timely manner
- Takes independent actions to complete project-related tasks
- Ability to multi-task and independently prioritize projects and issues
- Capacity to function as autonomously within a non-technical team

Preferred Qualifications:

- 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 public health, social sciences or other health-related science; OR appropriate combination of education and experience
- 3 years' research study or other relevant experience.
- Proven ability to improve processes and project quality
- Demonstrated capacity to effectively negotiate with multiple parties
- High level of knowledge on methods to solve conflicts

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

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.

Questions?

For consideration, current employees must submit an online application. For specific questions about this position, current employees may contact Rachel Monasterio at rachel-monasterio@northwestern.edu. External candidates should be directed to apply via Northwestern's career site at careers.northwestern.edu