***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Coordinator, Research Project**

Job Family: Research Sub Family: Program Support

**Job Summary:**

The Research Project Coordinator is responsible for coordinating the day-to-day operations of research studies in the department. The position coordinates data maintenance, grant expenditure adherence, project evaluation, meeting scheduling, and research subject interfacing. Serves as a point of contact for study participants, research personnel and support staff. Adheres to good clinical practices, study protocols, and applicable regulations. The Research Project Coordinator conducts complex work and contributes to measurable team objectives. Uses discretion to provide solutions to issues. Performs work that is varied and that does not follow prescribed procedures or processes and is responsible for effective operations and use of resources, rather than clinical outcomes.

**Essential Functions:**

* Independently coordinates and communicates directly with the Principle Investigator, study participants, and sponsors to manage the operation and evaluation activities of the research studies. Responsible for ensuring optimum efficiency and compliance with appropriate policies, procedures, and specifications. Uses evaluation techniques, originality, and ingenuity to resolve non routine issues.
* Recruits and screens volunteers to participate in research studies. Develops recruitment streams and advises participants of study objective, requirements, risks, benefits and obtains their consent and enrollment.
* Lead the collection and management of study data by developing data collection instruments, establishing and maintaining databases, and performing data quality checks. Develops and implements new processes to improve effectiveness and efficiency of data collection and evaluation. Track, report, and audit study data and regulatory study documentation. May supervise those who perform data entry and peform non-routine data analysis.
* Develop and produce reports of study data for project staff and stakeholders. Analyzes data and draws conclusions in order to make recommendations. Develop reports summarizing study deviations from protocol and communications with IRB. Contributes meaningful information to enhance publications or grant applications.
* Monitor activities to ensure compliance with protocols and all relevant local, federal, and state regulatory and institutional policies. Assists in budget development, expenditure adherence, and maintenance of inventory on equipment and supplies.
* Obtains, processes, and transports specimens to appropriate laboratory according to established aseptic technique. Performs venipunctures and finger sticks to obtain blood specimens.
* Perform other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Sociology, Psychology, Nursing or field study related to the research of the clinic.

Experience: Prior experience in clinical research strongly preferred

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3314C

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213201

USM eCode: E40333 AAP Code: 3B