



RESEARCH COORDINATOR

FULL TIME POSITION

HOURS: 36 Hours a Week

REPORTS TO: Director of Research

SALARY: Commensurate with Experience

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Post-secondary degree in a related field (science/health) preferred or equivalent combination of education and experience. No prerequisite certificates/licenses required—will be required to complete certification on ethical conduct of research involving human subjects.

REQUIRED EXPERIENCE OR SKILLS: Minimum of one-year clinical research experience preferred. Familiarity with community-based research principles. Minimum two years' experience in program coordination/volunteer management. Excellent facilitation skills. Exceptional program coordination and volunteer management skills. Excellent communication and interpersonal skills. Fluency in English. Ability to speak Spanish is an asset. Computer competency including proficiency in Microsoft Word, Excel and PowerPoint. Familiarity with data storage and analysis systems such as SPSS is an asset.

POSITION DUTIES/RESPONSIBILITIES: Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for WFM/BU research staff and as the principle operational liaison for other research organizations, funding agencies and regulating bodies. Supervises and coordinates the provision of support services to investigators and researchers. Promotes research capacity building among Baylor University, community-based organizations and student groups. Assists primary investigators with research ethics board applications. Assist with planning and coordinating the initiation of research study protocol. Assist with the establishment of research operating policies and procedures. Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data. Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope. Coordinates the day-to-day activities of any technical support staff specifically engaged in the carrying out of research/clinical protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified program objectives. Plans and coordinates the staffing of research studies, to include the recruitment and administration of research support staff, as appropriate to the activity. Provides assistance and conducts training for research team members when required. Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies. Assists with manuscript development and submission. Assist study investigators in establishing and maintaining buy-in from associated research sites. Assist with maintaining and organizing the WFM small library. Other research activities as directed by the Director of Research.

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.

