Job ID
44525
Location
Evanston, Illinois

Department: IPR - Inst for Policy Res
Salary/Grade: NEX/11

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).

This position will be a Research Study Coordinator for Dr. Gregory Miller, working on an NIH-funded study that aims to understand the psychosocial and biological pathways explaining socioeconomic disparities in pregnancy outcomes. The Research Study Coordinator's major responsibilities will include participating in the planning and conduct of participant recruitment and retention efforts; preparing recruitment and other study data reports for principal investigators; conducting study assessments, including psychosocial interviews and health assessments, in accordance with study protocols; coordinating research participant payments; assisting in direction and training of undergraduate student volunteers; collecting, compiling, and analyzing study data; monitoring and maintaining research study equipment; purchasing study supplies and coordinating reimbursement of study related expenses in accordance with grant budgets; completing other administrative tasks as needed.

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.
- Completes documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

Finance

- May process payments for research participants per study protocol.
- Works with industry representatives to negotiate tentative grant funding.
- Coordinates reimbursements for expert panel travel, consultant pay, additional gift card orders, etc. & ensure costs remain within allotted grant budget.

Supervision

- May provide work direction &/or train other research staff to interview/test participants.
- May act as a mentor in regard to education of junior coordinators.

Miscellaneous

- 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.

Benefits:
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Northwestern requires all staff and faculty to be vaccinated against COVID-19, subject to limited exceptions. For more information, please visit our COVID-19 and Campus Updates website.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.

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