

JOB DESCRIPTION

TITLE: Research Coordinator

POSITION INFORMATION:

The Center for Indigenous Health Research and Policy at Oklahoma State University Center for Health Sciences is a leading research center for Indigenous health. Our research funding totals more than \$10 million, including four active R01 randomized intervention trials funded by the National Institutes of Health. We also house the Center for Indigenous Innovation and Health Equity, funded by the Office of Minority Health, which provides training in research and intervention for American Indian and Alaska Native communities across the US.

This position will apply scientific knowledge to coordinate a significant research project or multiple smaller projects within the Center for Indigenous Health Research and Policy.

The position will participate in developing research designs, data collection methods, and strategies for data management. Coordinate multiple data collection efforts which may include collaborating agencies or institutions.

Duties may also include recruiting or overseeing the recruitment and interviewing of human subjects, preparing human subject applications, writing and editing technical reports and manuscripts for publication or presentation, developing and monitoring project budgets, preparing progress reports/proposals, and acting as a liaison between the project team and research partners and funding agencies.

Oversee work by research study staff and hourly research assistants, as requested by supervisor.

REPRESENTATIVE DUTIES:

1. Study Design and Data Management, 40%

- Independently develops study recruitment, pilot study scientific plans, and data collection protocols including materials and procedures.
- Assist with the development of project/research alternatives if the project/research is not compatible with program goals or participating community environment.
- Implements research design and specific phases of the research projects to achieve stated specific aims. Prepare weekly reports on study progress to PI and project lead.
- Review and assess study data to ensure adherence to study protocol and compliance with IRB regulations. Collaborate with PIs/Scientific Operations Manager if protocols are not being met.
- Collaborates with data manager and information technology in development and maintenance of study REDCAP project databases. Directs quality assurance and data cleaning efforts of study databases.
- Establish and maintain a tracking system for research subjects, and training and supporting others in utilizing these collection and tracking systems.
- Establish and manage data transfer system ensuring prompt transfer and data safety Perform internal data management audit with Data Manager

- Collaborate with analysts and investigators to develop resources and procedures for data collection. Exercise independence to design processes for data collection and management, leveraging considerable knowledge of these requirements.

2. Human Subjects Management and Sample Management, 25%

- Develop, coordinate and monitor the day-to-day implementation of all study procedures for recruitment, study intervention, and data collection, including tracking progress.
- Prepare and present recruitment, data collection, and study intervention reports to PIs and supervisor. Troubleshoot problems as they arise and address protocol deviation to IRB coordinator and PI.
- Create study-specific compliance applications, amendments, renewals, informed consent documents, and study protocols, Ensure that staff and PIs are aware of policy and procedures concerning human subjects.
- Assist in preparing and analyzing data for presentation at regional and national meetings.
- Collaborate in writing manuscripts for publication and presentation.

3. Study Budget and Grant Management, 15%

- Independently develops study budgets.
- Maintain and reconcile study budgets as money is allocated and spent.
- Prepares, establishes, and manages subcontracts, as required by the study. Assist in preparing progress reports to funders and proposals, as needed.
- Prepares solid drafts of communications and memos to funders to communicate information regarding change of field sites and carryforward requests.
- Coordinate reimbursement for study participation and billing procedures related to study visits. Prepare documents for granting agencies and renewal, interpreting data, and guiding future research.

4. Leadership and Training, 15%

- Train and develop training material and written instructions for study procedures and ensure that all research staff is informed about studies, project(s), protocol(s), and pertinent data security and confidentiality issues.
- Directly supervises hourly field staff ensuring compliance to protocol and IRB regulations, providing support, as needed, and coordinating all logistical efforts. Drafts position descriptions for field staff, provides onboarding training, and troubleshoots issues as they arise.
- Assign work and follow-up to ensure completion. Provide direction as needed.
- Travel, as needed, to study sites to train and direct field staff project procedures and file management, to resolve problems and to conduct project management activities with partners such as project presentation, subcontract management, and to undertake support study findings and data dissemination efforts.
- Support and ensure understanding of confidentiality of participants and data.
- Acts as the main liaison between the CIIHE PI and field site PIs and their teams.

5. Other, 5%

- Other duties as assigned.

Required Qualifications:

A Master's degree in health sciences, public health, or related discipline and three (3) years of progressively responsible related professional research experience. A combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Additional Requirements:

- Bachelor's degree in biology, health sciences, public health, or related discipline.
- Demonstrated professional research experience that includes preparation of IRB documents and understanding of human subjects compliance and regulations.
- Demonstrated experience with proactive problem-solving skills, the ability to work independently, and the ability to take appropriate autonomous initiative to carry out study-related functions with human subjects
- Requires outstanding interpersonal, verbal, and written communication skills. Experience in the Microsoft Office suite of products.
- Must be willing to work evenings and weekends on occasion to meet the needs of the project, including scheduling participant visits and contacts, as well as meeting project deadlines.
- Possession of current driver's license by date of hire.

Preferred Qualifications:

- Experience working with American Indian/Alaska Native populations.
- Experience using Microsoft SharePoint for collaboration.
- Demonstrable experience developing, managing, or maintaining research databases using Access, RedCap, or other, similar data management applications.

Additional Information:

FTE: 100%

Permanent/Temporary: Temporary grant funded

Position Term in months: 12 with opportunity for renewal if funding is renewed

Background Check: This position has been designated by the department to require a background check.

Special Instructions to Applicants: Applicants must attach the following documents to their online application: 1) resume and 2) cover letter. Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements. Applicants are required to include contact information for professional references within the application.

Required Documents: Resume and Cover Letter

Time Type:

Full time

Position Term:

12 Month