

# Research Coordinator

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## Posting Details

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### Position Details

Employee Type	AP-Administrative Professional
University Title	Scientific Assistant
Working Title	Research Coordinator
College/Area	WSU Spokane
Department	WSUS IREACH
Department Link	<a href="#">Institute for Research and Education to Advance Community Health</a>
Position Number	122554
Hiring Unit	IREACH
Work Location	Seattle
Zip Code	98101
This position is in a Bargaining Unit	No

### Summary of Duties

Apply scientific knowledge to coordinate a significant research project or multiple smaller projects within the Partnerships for Native Health (P4NH) program.

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.

Supervises research and support staff.

**This is a temporary position expected to end 1-year after date of hire. Renewal is dependent on satisfactory performance, the need for extension and/or if additional funding is secured to extend employment.**

### Additional Information

Competitive benefits available [hrs.wsu.edu/benefits](https://hrs.wsu.edu/benefits)

#### **Study Design and Data Management – 40%**

-Independently develop 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.
- Design methodology 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.
- Develop, maintain, and troubleshoot computerized data collection systems, including building and maintaining databases, and directing quality assurance and data cleaning efforts. Develop and independently maintains REDCAP project databases.
- Establish and maintain 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.

#### **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 procedure concerning human subjects.
- Assist in preparing and analyzing data for presentation at regional and national meetings.
- Address questions, concerns, and complaints from faculty, staff, community partners, and the public that are escalated from the Research Study Coordinator(s).
- Collaborate in writing manuscripts for publication and presentation.

#### **Study Budget and Grant Management – 15%**

- Independently develop study budgets.
- Maintain and reconcile study budgets as money is allocated and spent.
- Independently prepare, establish and manage subcontracts, including negotiating field staff FTE and other project costs.
- Assist in preparing progress reports to funders and proposals, as needed.
- Prepare solid drafts of communications and memos to funders to communication information regarding change of field sites and carry forward 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.

#### **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.
- Provide and oversee supervision of personnel; which includes work allocation/assignments, training, corrective and disciplinary action, and problem resolution.

- Supervise, train, mentor, evaluate, and hold accountable multiple positions.
- Evaluate work performance and make recommendations for personnel actions.
- Directly supervise hourly field staff ensuring compliance to protocol and IRB regulations, providing support, as needed, and coordinating all logistical efforts. Draft position descriptions for field staff, provide onboarding training, and troubleshoot 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.
- Act as the main liaison between the IREACH PI and field site PIs and their teams.

**Other – 5%**

- Other duties as assigned.

<b>Appointment Status</b>	Temporary
<b>Job Appointment (FTE%)</b>	100%
<b>Position Term in Months</b>	12.00
<b>Monthly Salary</b>	Commensurate with qualifications and experience.
<b>Position Qualifications</b>	
<b>Required Qualifications</b>	A Bachelor's degree in an appropriate related scientific or engineering discipline and three (3) years of progressively responsible related professional research experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. A Master's degree in an appropriate related scientific or engineering discipline may be substituted for up to one year of the required work experience.
<b>Additional Requirements</b>	<p>Bachelor's degree in biology, health sciences, public health, or related discipline.</p> <p>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.</p> <p>Demonstrated supervisory experience.</p> <p>Outstanding interpersonal, verbal, and written communication skills.</p> <p>Proficiency in the Microsoft Office suite of products.</p> <p>Demonstrable experience developing, managing, or maintaining research databases using Access.</p>

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.

Ability to travel, including overnight, on occasion.

**Preferred Qualifications**

Experience working with American Indian/Alaska Native populations.

Experience using Microsoft SharePoint for collaboration.

**Will this position require a background check?**

This position has been designated by the department to require a background check

**Posting Detail Information**

**Open Date**

02/03/2020

**Close Date**

**Open Until Filled**

Yes

**Special Instructions to Applicants**

**Screening of applications will begin February 17, 2020.**

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 at least three (3) professional references in the application.

**EEO Statement**

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.

**Posting Number**

20135978P

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**Applicant Documents**

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**Required Documents**

1. Resume
2. Cover Letter

## Posting Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* The classification requirements for this position are a Bachelor's degree in an appropriate related scientific or engineering discipline AND three (3) years of progressively responsible related professional research experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. A Master's degree in an appropriate related scientific or engineering discipline may be substituted for up to one (1) year of the required work experience. Do you meet these classification requirements?
  - Yes
  - No
2. \* Please rate your level of proficiency with spreadsheet software (such as Excel).
  - No experience
  - Some familiarity (beginner)
  - Proficient (intermediate)
  - Expert (advanced)
3. \* Please rate your level of proficiency with word processing software (such as Microsoft Word).
  - No experience
  - Some familiarity (beginner)
  - Proficient (intermediate)
  - Expert (advanced)
4. \* Please rate your proficiency with database software (such as Access).
  - No experience
  - Some familiarity (beginner)
  - Proficient (intermediate)
  - Expert (advanced)
5. \* Please rate your proficiency with Microsoft Outlook.
  - No experience
  - Some familiarity (beginner)
  - Proficient (intermediate)
  - Expert (advanced)
6. \* Are you able and willing to work a flexible schedule including some evenings and weekends?
  - Yes
  - No
7. \* Are you able and willing to travel, including overnight?
  - Yes
  - No