

Research Coordinator 2

UW CODE AND REPRESENTATIVE GROUP

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CLASS SERIES CONCEPT

Coordinate a significant research project or multiple smaller research projects in a scientific discipline such as biology, psychology, the biomedical sciences, chemistry, engineering, oceanography, social work, etc. 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. Perform research and administrative functions in support of research programs.

If the primary focus is designing, developing, analyzing and maintaining research database structures and systems, then a Research Consultant job profile may be more appropriate. If the primary focus is performing research, then a Research Scientist/Engineer job profile may be more appropriate.

BASIC FUNCTION

This is an intermediate level, developing/maturing professional research coordinator. Conducts work assignments of increasing complexity under moderate supervision. Independently evaluates, selects and applies standard procedures and techniques to assignments with clear, specific objectives. Relies on limited experience and exercises judgment within defined procedures and practices in making minor adaptations and modifications.

DISTINGUISHING CHARACTERISTICS

Assigned work under general guidance; receives instruction on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems, and work is reviewed for application of sound professional judgment. Knows and effectively uses the fundamental concepts, practices and

procedures of a particular field of specialization; continues development of technical expertise and knowledge through experience and application.

TYPICAL WORK

Collaborate on developing research protocols that clearly describe the research objectives and procedures necessary to test the hypotheses of the research project; identify protocol implementation barriers and implement necessary modifications; and ensure compliance with all aspects of institution and regulatory agencies' regulations.

Manage data submissions and updates, including Institutional Review Board submissions; contribute to information needed for the preparation of study manuals, scholarly papers, posters and abstracts, reports to funding sponsors, and project summaries.

Conduct literature searches, review technical documents and research meeting-related topics at the direction of faculty; prepare summaries of results; conduct analyses and prepare interim reports for principal investigators, industry sponsors and Institutional Review Board.

Contribute to management and updates of program/project websites, newsletters and other informational documents/products.

Design, create and revise data management tools to ensure quality data that satisfies research objectives; design, document and implement audit procedures to assure protocol compliance and to ensure research data quality; and develop and implement corrective action plans to ensure protocol adherence and data integrity.

Screen, recruit and interview potential subjects to determine eligibility; develop informed consent documents that meet institutional guidelines and satisfy Institutional Review Board requirements; track and maintain research subject schedules based on complex protocol-specific requirements; and ensure compliance with research protocols.

Support grant submissions; serve as the liaison with principal investigators and subcontract agencies to process and submit supporting materials for inclusion in grant proposals; assist in developing budgets and monitor expenditures; develop computerized tracking and database management systems.

Maintain and update all required regulatory documents and related forms per sponsor or federal requirements.

May supervise research and support staff, assigning, overseeing and evaluating the work of project staff, students and interns; and provide training and mentoring of assigned research program/project staff.

Perform the duties of a Research Coordinator 1.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and two years of relevant experience.

Equivalent education and/or experience may substitute for minimum qualifications except when there are legal requirements, such as a license, certification, and/or registration.

CIVIL SERVICE EXEMPTION

Research: Individuals having formal academic preparation at least at the Bachelor's level or demonstrated professional competence in a specific field of research, and having responsibility for or assisting in one or more of the following tasks: identifying and defining research problems; designing approaches or hypotheses to be tested and the methodology to be used; designing specific phases of research projects; analyzing results; developing conclusions and hypotheses; presenting research results in publishable form; and/or obtaining research grants.

CLASSIFICATION HISTORY

XX/XX/XXXX: New class per PERC Case No. XXXXXX-X-XX

