

Research Coordinator 5

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 advanced professional research coordinator recognized as an expert in field of specialization. Requires extensive and highly specialized knowledge to conduct the most complex work and vital work, unsupervised and with complete latitude for independent judgment. Influences best practices within discipline. Project results impact UW research mission; results are visible/impactful at national or international level.

DISTINGUISHING CHARACTERISTICS

Works independently with no oversight required in the evaluation, selection, and substantial adaptation/modification of standard techniques, procedures and criteria; reports significant issues as necessary. Applies advanced knowledge to the completion of complex, highly specialized assignments/projects, coordinating investigator-initiated and industry sponsor-initiated research studies. Developing as an authority with national or international recognition.

TYPICAL WORK

Design specific phases of research projects, identifying and defining clinical research problems; designing and developing study protocols and methodologies for study activities; identifying regulatory compliance requirements and documentation methods; and developing project timelines, deliverables, and budgets.

Manage research proposal/grant processes, writing, reviewing and assembling various pieces from multiple investigators for submission to federal funding agencies.

Design approaches to gather relevant scientific data; review data collection methods to ensure data quality and determine methods of analysis; interpret scientific data reports and draw conclusions based on data analysis reports.

Write, review and edit scientific manuscripts in preparation for submission to peer review journals; assemble content for scientific presentations and project updates.

Manage multiple research grants including grant writing, budgeting, monitoring expenditures, and overseeing subcontracts; ensure regulatory compliance with applicable federal regulations, institutional policies, and sponsoring agency requirements.

Develop and maintain close relationships with internal and external partners; maintain direct communication with faculty members, UW departments, funding sponsors and research collaborators in support of the overall research plan; serve in an advisory role to research staff on research development, regulatory and compliance issues, and grants and contracts.

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 Research Coordinator 1, 2, 3 and 4.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Doctoral 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