

Research Coordinator 4

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 a senior level, fully competent professional research coordinator. Plans and coordinates research projects working independently and without direction on assigned tasks/projects. Plans and conducts work requiring independent judgment in the evaluation, selection, and substantial adaptation/modification of standard techniques, procedures and criteria. Works on complex problems of diverse scope where analysis of data requires in-depth evaluation of identifiable factors.

Formulates and guides plans for solving research problems encountered by research staff. Project results may impact UW research mission; results are visible/impactful in peer community.

DISTINGUISHING CHARACTERISTICS

Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Has established technical

expertise coordinating investigator-initiated and industry sponsor-initiated research studies; serves as a resource to research unit/department and UW. Possesses and applies a comprehensive knowledge of particular field of specialization to the completion of complex assignments; advances state-of-the-art research in field of specialization.

TYPICAL WORK

Manage the development of data collection methods, systems, tools and materials; implement and supervise data collection activities; develop and implement data collection quality assurance protocols; and provide routine reporting to the Principal Investigator on outcomes.

Oversee the process of research protocol development; identify protocol implementation barriers and implement necessary modifications; and manage regulatory, budgetary, contractual, and all other aspects of protocol implementation, ensuring compliance with applicable federal regulations, institutional policies, and sponsoring agency requirements.

Oversee study start up process, including budget development and negotiations and regulatory submissions; communicate budget guidelines and restrictions to research staff; identify problems with study start up and management; assist with organized improvement efforts, data analysis and study close out activities; and oversee post-award management of study finances.

Implement initiatives in support of strategic plan surrounding overall research projects; respond to key funding opportunities that match specific project proposals or that further programmatic goals.

Oversee day-to-day operations of investigator-initiated and industry-initiated research studies, including assignment, coordination and review of research support services and work products; coordinate and attend research meetings; oversee regulatory, records, and space management issues; assist with financial and academic aspects of investigator-initiated research.

Oversee the design, development, documentation and maintenance of research project policies and procedures, research instruments, all required regulatory documents and related forms per sponsor or federal 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.

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.

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 and 3.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree in a related field and four 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