

Research Coordinator 1

UW CODE AND REPRESENTATIVE GROUP

XXXXX (NE S UAW RSECC)

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 entry level professional research coordinator. Requires basic skill set and proficiency. Perform routine research and administrative functions, evaluating, selecting, and applying standard procedures and techniques to assignments with clear, specific objectives. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of alternatives.

DISTINGUISHING CHARACTERISTICS

Works under limited supervision to complete assigned tasks/projects, demonstrating the ability to work independently. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Knows 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

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.

Work with research study team to identify research problems and potential funding sources; assist in the design of hypotheses to be tested, develop study-specific or program data acquisition forms in conjunction with study staff.

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.

Work with faculty to write and edit manuscripts for publication and presentation; provide editing support including word processing, correspondence layout, manuscript preparation and grant proposal-specific editing.

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

Conduct literature searches, review technical documents and research meeting-related topics at the direction of faculty.

Manage logistics for meetings and events; and prepare materials related to meetings including PowerPoint presentations, reports, agendas, and minutes.

Provide mentoring for program/project staff, overseeing the work of project staff, students and interns.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and one year 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