

The Cambridge Health Alliance
Research Coordinator I Job Description for Division on Addiction

- Job Title: **Research Coordinator I**
- Job Code: **D03261CCL3**
- Grade: **M06**
- Department: **Division on Addiction**
- Reports To: **Director of Research & Academic Affairs**
- Supervises: **NA**
- **Exempt**
- **Non-union**

Job Purpose

The Research Coordinator I job is an entry-level research position. The Research Coordinator provides research and administrative support to the key members of the research team conducting addiction-related research. The Research Coordinator will help develop content for research-related deliverables, maintain databases, and conduct studies in accordance with research protocols. The Research Coordinator will be responsible for assisting with approved data collection procedures and activities at different sites; this includes travel to research sites, working directly with site staff involved with the project, and conducting in-person and telephone interviews (sometimes during off-hours and sometimes off-site). The Research Coordinator also will help plan and coordinate substantive aspects of meetings, including preparing correspondence, and assisting with travel arrangements and reimbursements.

Qualifications/Requirements

- Education/Training:

BA/BS degree is required.

- Licensure: NA
- Certifications: NA
- Work Experience:

Proficiency with Microsoft applications including Word, Excel, and Powerpoint; and experience with Internet and scientific literature searches using PubMed and PsycInfo. Experience with other database programs, as well as basic computer programming is a plus. Experience with data analysis programs, such as SPSS. Experience working on research projects required. Experience working both in a team environment and independently, yet collaboratively a plus.

- Physical Skills: NA
- Mental Skills:

The candidate for this position must have highly developed organizational and research skills. Outstanding verbal and written communication skills also required.

- Working Conditions and Physical Environment:

Office

Job - Specific Duties and Responsibilities:

* Author for The BASIS (www.basionline.org) – must collaborate with other Division researchers in writing a weekly newsletter disseminated via the Internet

- * Prepare substantive aspects of IRB applications
- * Conduct literature and database reviews
- * Conduct analyses for various projects
- * Monitor disbursement of research participant incentives and honoraria
- * Complete telephone and in-person surveys and interviews with research participants
- * Coordinate sample maintenance activities for various projects
- * Develop online research survey instruments
- * Collaborate with study personnel in the strategic planning of future external funding grant applications
- * Design, create and revise research instruments as necessary to ensure quality data that fulfills research objectives
- * Coordinate multiple data collection efforts for one or more research projects, which may include other collaborating agencies or institutions
- * Consult with co-investigators on appropriate management of participant problems and concerns
- * Develop and manage interim reports for principal investigators, industry sponsors, and institutional review board to ensure that each project is moving toward timely completion
- * Database quality control
- * Liaise between the project team and significant parties
- * Ensure that projects are executed successfully and completed within time frames to meet research objectives
- * Write and edit technical reports and manuscripts for publication or presentation.
- * Assist in the training and supervision of research staff

Submit a resume and cover letter to: info@divisiononaddiction.org

This job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of employees who hold this position.