**PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT**

**TITLE OF POSITION/RANK:**
Research Coordinator

**DEPARTMENT:**
Psychology Department
Rose Hill

**POSITION SUMMARY:**
We are currently seeking a Research Coordinator to join our team and lead a fast-paced, multidisciplinary longitudinal study, located at the Icahn School of Medicine at Mount Sinai (ISMMS), which is investigating neuromedical, neuroimaging, cognitive, and sociocultural factors in HIV- and HIV+ older adults.

**RESPONSIBILITIES:**
- Develop and oversee participant recruitment, engagement, screening, scheduling, retention, & tracking
- Hire, train, & directly supervise team members for data collection, management, coding, QA, & analysis
- Manage all aspects of Institutional Review Board (IRB) process (e.g., study protocols & procedures)
- Oversee and implement quality assurance standards for all aspects of the study, including data collection, scoring, data entry, and protection of participant confidentiality
- Assist Principal Investigators (PIs) with day-to-day study management, related administrative duties, and the preparation and dissemination of study findings
- Prepare ongoing and annual grant documentation, reports, and submissions
- Ensure proper management of all databases
- Develop weekly reports about study activities and coordinate/participate in weekly research meetings
- Able or willing to learn to conduct basic neuromedical (e.g., blood draws, blood pressure), psychiatric, cognitive, and sociocultural evaluations, as well as oversee participants’ neuroimaging evaluations
- Work closely with community-based organizations (CBOs) and community members, and travel to CBOs, Fordham University, and recruitment-related events as needed

**QUALIFICATIONS:**
- Bachelor’s Degree required (preferably in science-related field)
- Master’s Level degree with two years of experience in research coordination preferred
- Experience managing or conducting clinical research in culturally and/or medically diverse populations
- Excellent oral and written communication skills
- Strong organizational and time management skills; attention to detail; and creative problem-solving
- Ability to work independently and collaboratively as part of a larger research team
- Proficiency with Excel is required; familiarity with REDCap and SPSS are a plus
- Phlebotomy certification and speaking Spanish are a plus

**SALARY:**
Commensurate with experience

**FLSA CATEGORY:**
Non-Exempt

**START DATE:**
ASAP

**SEND LETTER, CURRICULUM VITAE, AND CONTACT INFORMATION FOR THREE (3) PROFESSIONAL REFERENCES:**
Angela Summers
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