PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Research Coordinator

DEPARTMENT: Psychology Department
Rose Hill

POSITION SUMMARY:
We are currently seeking a bilingual (Spanish-English) 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:
- Develops and oversees participant recruitment, engagement, screening, scheduling, retention, & tracking
- Hires, trains, & directly supervises team members for data collection, management, coding, QA, & analysis
- Manages all aspects of Institutional Review Board (IRB) process (e.g., study protocols & procedures)
- Oversees and implements quality assurance standards for all aspects of the study, including data collection, scoring, data entry, and protection of participant confidentiality
- Assists Principal Investigators (PIs) with day-to-day study management, administrative duties, translation (English to Spanish) of study documents, and the preparation and dissemination of study findings
- Prepares ongoing and annual grant documentation, reports, and submissions
- Ensures proper management of all databases
- Develops weekly reports about study activities and coordinates/participates in weekly research meetings
- Is able/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
- Works closely with community-based organizations (CBOs) and community members, and travels to CBOs, Fordham University, and recruitment-related events as needed

QUALIFICATIONS:
- Bachelor’s level degree (preferably in science-related field), but competitive applicants will have Master’s level degree with two years of experience in research coordination
- Spanish and English proficiency required
- Experience managing or conducting clinical research in culturally and/or medically diverse populations
- Proficiency with Excel is required; familiarity with REDCap and SPSS are a plus
- Phlebotomy certification a plus
- 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

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, CURRICULUM VITAE, AND CONTACT INFORMATION FOR THREE (3) PROFESSIONAL REFERENCES:
hr@fordham.edu

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