

Position Title Research Coordinator

Department ETSU OBGYN

Expectations for All Employees: East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values: PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential; RELATIONSHIPS are built on honesty, integrity and trust; DIVERSITY of people and thought is respected; EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic; EFFICIENCY is achieved through wise use of human and financial resources; and COMMITMENT to intellectual achievement is embraced.

Job Summary Responsible to the OBGYN Department for assisting researchers with project development, including finding or developing data collection tools. The position also consults with researchers to determine research questions and hypotheses and helps find or develop data collection tools to best answer those questions. Advises on research methodology and statistical testing based on the project and the type of data being collected and performs data collection, database creation, data entry, data analysis and manipulation, data interpretation, and report generation for funded as well as non-funded research and departmental projects. Manages raw data and project databases and provides statistical consultation for grants, proposals, presentations, and papers. Edits papers and grant applications, collaborates with researchers in manuscript preparation for publication, and performs Internet searches, literature searches and retrieval as needed by requesting faculty. Supervises and trains Research Assistants and student workers in research assistance duties. Performs statistical instruction and education when needed and supervises Research Division personnel and provides research leadership. Performs other related duties as assigned.

Knowledge, Skills and Abilities Training and expertise in IRB/CITI training. Expertise in: Microsoft Office Programs (Word, Excel, Powerpoint, Publisher), SPSS, Reference management software, PubMed, RedCap, Online survey programs, Electronic health record data extraction. Significant knowledge of research procedures, conventions, and policies, including IRB and HIP AA requirements. Skills in curriculum development, and the ability to teach medical residents. Skills in scientific presenting and writing in order to edit the work of faculty and residents, and to assist with development of grant applications. General medical and statistical knowledge to be able to perform appropriate literature searches and synthesize this information. Detail oriented in order to be error-free in data entry and tracking and reporting activities.

Required Masters degree in public health, social science, allied health or a related field.

Qualifications Specialized Training:
IRB/CITI training

Expertise in: Microsoft Office Programs (Word, Excel, Powerpoint, Publisher), SPSS, Reference management software, PubMed, RedCap, Online survey programs, Electronic health record data extraction

Preferred 3+ years experience in an academic health-research setting.
Qualifications

Supervision Given and Received The person in this position will be expected to function independently in day to day activities and long term activity planning to best manage work and meet deadlines. Errors would not be immediately detectable by supervisor or coworkers, so the person functioning in this role will have significant responsibility for all tasks described above.

This position would not supervise full-time employees, but would provide supervision and oversight for student workers including work study, independent research study, and volunteers (through both formal and informal arrangements)

Description of Job Duty

1. Manages/completes IRB applications and requirements for all department research projects, and securing IRB and HIPAA compliance for all department projects. 15% Support for faculty and resident research projects including data collection (including extraction data from electronic health records and patient interviewing), data entry, and report generation.
2. Provides support for faculty and resident scholarly presentation and manuscript development: literature reviews, creation of posters and slide presentations, proofing/editing, managing references, and managing submissions to conferences and journals.
3. Manages students working within the Research Divisions.
4. Develops and maintains databases and updates for upcoming and ongoing faculty scholarly activity opportunities.

Job Duty Type Essential

Description of Job Duty

1. Provides support for grant applications including development of budgets, background research, proofing/editing, securing university approvals prior to submission, and interfacing with funder submission systems.
2. Performs other related duties as assigned.