

Research Coordinator (1 Year Fixed Term)

 School of Medicine, Stanford, California, United States

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The Office of Community Engagement within Stanford School of Medicine is seeking a Social Science Research Professional 1 to serve as a **Research Coordinator** and an active participant and contributor to an array of research projects with important public health impact. Duties include coordinating research activities for recruitment, enrollment, data gathering, and administering survey instruments, while exercising independent initiative and judgment.

Duties include:

- Contribute to the development and administration of survey instruments or qualitative data collection protocols for focus groups and one-on-one interviews.
- Keep track of project plans and budgetary expenditures to help ensure that projects are completed on-time and within budget.
- Schedule research team meetings and update project plans and associated tasks according to meeting discussions and outcomes.
- Draft IRB applications and submit application for approvals for research projects under supervision. Draft regulatory and project reports.
- Review and audit case reports to ensure accurate data collection, entry, and compliance with research protocols.
- Assist with building research instruments using standard survey tools such as Redcap, Qualtrics, etc.
- Work with PI and other research staff in the synthesis and interpretation of data.
- Conduct literature reviews on assigned research topics and summarize results.
- Update research materials (e.g. recruitment materials, updated surveys) and submit to IRB to maintain IRB approval status of projects.
- Assist with the design of flyers, outreach materials, and educational tools as needed for research activities.
- Coordinate the creation and updates of partnership agreements between academic and community partners.
- Provide community engagement consultation through phone calls or email communication under the guidance of supervisor, as needed.
- Coordinate collaborative research activities with community partners, collaborators, and/or students.
- May supervise students who are engaged in related research studies.

* - *Other duties may also be assigned*

DESIRED QUALIFICATIONS:

- Proven track record of taking initiative and problem-solving, successfully juggling and prioritizing multiple projects
- Experience with standard medical research database and survey programs such as Red CAP, Qualtrics, etc.
- Experience with collaborative software programs such as Google Drive, Box, Smartsheets, Slack, Zoom, etc.
- Substantial experience with standard software packages including Word, Excel, and PowerPoint
- Strong skills in developing and maintaining community partnerships that lead to effective research participation
- Ability to work with diverse populations
- Prior research experience in social science, public health, or medical research involving human subjects
- Professional level fluency in a second language (Spanish or Vietnamese preferred)

EDUCATION & EXPERIENCE (REQUIRED):

Bachelor of Arts degree in an applicable social science related field, or combination of education and relevant experience in an applicable social science.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- General understanding of scientific theory and methods typically gained through completion of an undergraduate degree in a related field.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants

PHYSICAL REQUIREMENTS*:

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, and operates foot and/or hand controls.

** - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

WORKING CONDITIONS:

- May be exposed to blood borne pathogens.
- May be required to work non-standard, extended or weekend hours in support of research work.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.