

JOB TITLE: Research Coordinator

DEPARTMENT: College of Nursing (Dr. Donna Goodridge)

STATUS: Part Time (25 hours/week), 6 month term, with the possibility of extension.

SALARY INFORMATION: \$28.60/hr

PRIMARY PURPOSE: To manage activities and data for several research projects concerning chronic illness, unmet care needs, and health utilization.

NATURE OF WORK: The person in this position will be involved in coordinating the overall projects, ensuring that research activities are occurring as planned and on schedule. The work will involve a mix of administrative and research tasks. Administrative tasks will include submitting monthly payroll hours, managing financial accounts, assisting with grant submissions, and hiring new staff.

ACCOUNTABILITIES:

- Maintain communication channels within the research teams and with external partners
- Coordinate and assist in conducting qualitative interviews
- Manage quantitative and qualitative data
- Compiling data and conducting appropriate analyses
- Conduct literature reviews
- Participate in writing reports
- Schedule meetings between stakeholders
- Maintain timelines for project completion
- Monitor and ensure budgetary considerations
- Training of research assistants and coordinating their activities
- Assisting with day to day tasks as assigned

QUALIFICATIONS

Education: A Masters degree with relevant experience (will consider applicants with substantive progress in degree)

Experience: Experience in health research; Experience interacting with collaborators and working with multidisciplinary teams; Experience in managing multiple datasets; Expertise in quantitative and/or qualitative research methods.

Skills: Excellent interpersonal skills; Excellent communication skills (written and verbal); Ability to work productively, both individually and in groups; Ability to work independently, developing and following plans to complete work in a timely manner; Ability to shift priorities and solve problems

PLEASE APPLY NO LATER THAN February 10, 2012 to:

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Electronic applications are preferred.