

Job Title	Research Coordinator
Employer/ Agency	Center for Innovations in Quality, Effectiveness and Safety (IQuEst)
Job Description	<p>The candidate should be highly motivated to pursue a career in health care and be available for a full-time (40hrs/week) position. The incumbent within this position serves as a Research Coordinator providing support on Health Services Research projects. The incumbent will conduct a variety of tasks associated with project support activities under PI supervision including: coordination among the team members, handling communication between the project team and other stakeholders, assisting in the development of materials for presentations and manuscripts for publication, preparation of progress reports, and various related administrative tasks. The candidate should have high personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress with little direct supervision.</p> <p>Essential Functions and Duties:</p> <ul style="list-style-type: none"> • Maintain the timeline for all project tasks and keep findings and analyses organized and accessible. • Assist the leadership with project budget and preparing annual reports. • Assist with maintaining and revising human subject approvals. • Assist with data collection activities. • Assist with coordinating data collection at clinics, scheduling of meetings and calls • Assist with qualitative data collection activities, including audio taping. • Perform other job-related duties as assigned. <p>Other tasks that might be expected include: assisting with developing and administering data collection instruments; recruiting, screening, and obtaining informed consent; assisting with interviews or focus groups including taking field notes; facilitating preparation of reports, manuscripts and presentations for dissemination of research results; performing data entry and assisting with data analysis; and performing other administrative tasks associated with the job.</p>
Qualifications	<ul style="list-style-type: none"> • Minimum – Bachelor's degree in Psychology or a health-related scientific degree • Preferred – Master's degree in related health fields such as Public Health, Biomedical Informatics, Psychology, or Sociology • US citizen preferred
Salary/Hours	Fulltime
Employer/Agency	

Address	
City, State, Zip	Houston, TX
Contact Person	Sahar Memon
Contact Title	
Telephone Number	
Fax Number	
Email Address	Sahar.Memon@bcm.edu
Application Method	Interested candidates should submit a current resume and cover letter to: Sahar Memon at Sahar.Memon@bcm.edu. Please reference "PSCI Research Coordinator" in the subject line.
Opening Date	June 1, 2019

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.