

Research Coordinator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241588>

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

Job Title	Research Coordinator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Biomedical Sciences Biology - General
Job Website	https://jobs.tufts.edu/jobs/20694?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

This is a grant funded position and is not eligible for severance pay.

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Dental Research Administration (DRA) at Tufts University School of Dental Medicine (TUSDM) is the main research structure for all basic science and clinical projects at the Dental School. DRA is the liaison to the Office of the Vice Provost for Research (OVPR), Sponsored Accounting, the Health Sciences Institutional Review Board (HS IRB), the Institutional Animal Care & Use Committee (IACUC), Comparative Medicine Services (CMS), Biosafety and all other offices responsible for administering research in the Tufts Health Sciences campus. DRA at TUSDM defines and executed the research goals and mission of Tufts University School of Dental Medicine.

What You'll Do

This is typically considered an entry level position. The Research Coordinator works under close supervision of the Clinical Research Project Manager, follows established protocols for clinical research studies. Conducts subject interviews and/or visits including administering questionnaires, performing anthropometrics and collecting samples or data. Assists in screening, scheduling and enrolling subjects and with recruitment and community outreach efforts.

Responsibilities include:

- Reads, understands and follows study protocols
- Contacts subjects for phone screening and/or to schedule appointments
- Explains research study, protocol, and consent process
- Visits subjects to collect consent paperwork and administer survey questionnaires
- Carefully records study data for each participant and enters information into research database
- Takes measurements, collects samples and data collection logs
- Assists with recruitment strategies and community outreach to increase participation in study

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a bachelors degree
- Spreadsheet, statistical analysis and data entry experience required
- Good customer service and patient care skills required
- Must be well organized with a keen attention to detail

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- Must have excellent communication skills (both written and verbal) and the ability to analyze data/write/present
- Must be able to multi-task and coordinate several projects simultaneously while adhering to strict regulations and deadlines

Preferred Qualifications:

- Previous research coordination experience in clinical research setting
- Science and biology knowledge
- Familiarity with dental equipment and terminology

Pay Range

Minimum \$20.10, Midpoint \$23.90, Maximum \$27.70

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact