

Research Program Coordinator in the National Crime Victims Center at the Medical University of South Carolina

Job Description Summary

This position will coordinate clinical and program evaluation research focused on sexual assault and other forms of interpersonal violence, posttraumatic stress disorder, and substance misuse. Duties will include coordinating a clinical trial research study focused on a behavioral treatment for recent sexual assault survivors and program evaluation related to the sexual assault services at the National Crime Victims Research and Treatment Center. Tasks will include performing daily duties related to research and program evaluation projects, including recruitment, screening, consenting and enrollment of study participants, conducting study visits, data collection and tracking, and maintaining regulatory files. Additional tasks include disseminating information to community agencies through meetings and attending outreach/advocacy events, assisting with literature reviews and preparing research reports.

Entity

Medical University of South Carolina (MUSC - Univ)

Worker Type

Employee

Worker Sub-Type

Research Grant

Cost Center

CC001052 COM PSYCH NCVV CC

Pay Rate Type

Hourly

Pay Grade

University-05

Pay Range

\$37,860 - \$53,957 - \$70,054

Scheduled Weekly Hours

40

Work Shift

Job Description

FLSA: Hourly

Job Duties:

- 35% - Study coordinator will recruit participants for the research studies. Recruitment will be completed via phone, mail, and in the community. The study coordinator will communicate with partnering agencies and coordinate referrals to research studies. Study coordinator will also disseminate information about research and program evaluation projects to the community.

- 25% - Study coordinator will coordinate scheduling appointments and completion of research questionnaires for participants enrolled in research studies. Study coordinator will conduct study visits and coordinate with study assessors to complete clinical interviews.
- 15% - Study coordinator will maintain essential study logs including those related to recruitment and screening, participant identification, participant scheduling and participant progress tracking. Study coordinator will report on data collected at weekly team meetings.
- 15% - Study coordinator will assist in maintaining regulatory files up to date, in the timely and accurately reporting of adverse events to sponsor, IRB, and DSMB, and in coordinating yearly DSMB meetings.
- 10% - Study coordinator will provide administrative assistance with grant proposals and submissions, including conducting literature reviews and creating reference lists.

Preferred Training and Experience: Bachelor's degree in psychology or related field, or 2 years of relevant experience preferred; Previous experience in conducting study visits and maintaining study logs for research studies preferred.

Additional Job Description

Minimum Requirements: A bachelor's degree and one year of relevant program experience.

Physical Requirements: (Note: The following descriptions are applicable to this section: Continuous - 6-8 hours per shift; Frequent - 2-6 hours per shift; Infrequent - 0-2 hours per shift)

Ability to perform job functions in an upright position. (Frequent) Ability to perform job functions in a seated position. (Frequent) Ability to perform job functions while walking/mobile. (Frequent) Ability to work indoors. (Continuous) Ability to work outdoors in all weather and temperature extremes. (Infrequent) Ability to work in confined/cramped spaces. (Infrequent) Ability to perform job functions from kneeling positions. (Infrequent) Ability to squat and perform job functions. (Infrequent) Ability to perform 'pinching' operations. (Infrequent) Ability to fully use both hands/arms. (Frequent) Ability to perform repetitive motions with hands/wrists/elbows and shoulders. (Frequent) Ability to reach in all directions. (Frequent) Possess good finger dexterity. (Continuous) Ability to maintain tactile sensory functions. (Continuous) Ability to lift and carry 15 lbs., unassisted. (Infrequent) Ability to lower objects, up to 15 lbs., from height of 36 inches to floor level, unassisted. (Infrequent) Ability to push/pull objects, up to 15 lbs., unassisted. (Infrequent) Ability to maintain 20/40 vision, corrected, in one eye or with both eyes. (Continuous) Ability to see and recognize objects close at hand. (Frequent) Ability to see and recognize objects at a distance. (Frequent) Ability to determine distance/relationship between objects; depth perception. (Frequent) Good peripheral vision capabilities. (Continuous) Ability to maintain hearing acuity, with correction. (Continuous) Ability to perform gross motor functions with frequent fine motor movements. (Frequent)

If you like working with energetic enthusiastic individuals, you will enjoy your career with us!

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Medical University of South Carolina participates in the federal E-Verify program to confirm the identity and employment authorization of all newly hired employees. For further information about the E-Verify program, please click here: <http://www.uscis.gov/e-verify/employees>

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