

Clinical Research Coordinator at Northwestern University

The Braga Lab is investigating the relationship between brain activity in large-scale networks and cognitive functions that are advanced in humans, such as language or thinking about the past or future. These functions are located in regions of the brain that have disproportionately expanded in recent hominin evolution and are spatially separated from the sensory processing hierarchies. By mapping brain networks with precision within individuals using functional MRI, we can make insights into their specialization and function. A major focus of the lab is to study how networks are specialized and interact during different cognitive processes.

The Research Study Coordinator will coordinate collection, analysis, processing & reporting of data & assist the Principal Investigator (PI) in judging the validity of test data obtained in regard to biomedical &/or social-behavioral research study(ies) of limited complexity involving co-investigators, multiple campuses &/or universities; complete all activities by strictly following Good Clinical Practices (GCP) & all relevant current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH); perform and assist with laboratory experiments related to behavioral experiments, magnetic resonance imaging and intracranial electrophysiology and electrical stimulation. Most hours will be during daytime hours on weekdays, however, occasional evening and weekend shifts could be required.

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Specific Responsibilities:

Technical

- Participates in the planning & conduct of research study including participant recruitment and retention.
- Obtains informed consent
- Administers tests &/or questionnaires following protocols.
- Collects, compiles, tabulates & processes responses.
- Gathers information.
- Extracts & analyzes data from medical charts.

- Completes basic clinical procedures such as drawing blood & obtaining Vitals.
- Basic processing of blood/saliva specimen for storage.

Administration

- Collects, records, reviews & summarizes research data.
- Prepares reports for investigators and sponsors on recruitment status and other pertinent study data.
- Completes documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols.

Finance

- May process payments for research participants per study protocol.
- Coordinates reimbursements for expert panel travel, consultant pay, additional gift card orders, etc. & ensure costs remain within allotted grant budget.

Supervision

- May provide work direction &/or train other research staff to interview/test participants.
- May act as a mentor in regard to education of junior research assistants.

Miscellaneous

- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience and 2 years' research study or other relevant experience required; OR
- Successful completion of a full course of study in an accredited college or university leading to a master's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience.

- Must complete NU's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Proficient with MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Communicates effectively both written & verbal

Preferred Qualifications:

- Major in neuroscience, psychology and/or computer science

Preferred Competencies: (Skills, knowledge, and abilities)

- Experience using REDCap
- Experience with MATLAB, python, R, and other programming languages and/or statistical software
- Experience with data analysis and data management

Benefits:

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

Work-Life and Wellness:

Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles. We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.

Professional Growth & Development:

Northwestern supports employee career development in all circumstances whether your workspace is on campus or at home. If you're interested in developing your professional potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.

Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe illness. More information can be found on the COVID-19 and Campus Updates webpage.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.

Apply Here:

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