

Clinical Research Coordinator at the University of Michigan Medical School

How to Apply

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Job Summary

The Department of Psychiatry is seeking a Clinical Research Coordinator Intermediate to assist with research activities related to Sleep and Circadian Rhythms in various clinical populations. In this role, with guidance from faculty and research personnel, you will support coordination and administrative details for a portfolio of research studies. Day to day responsibilities will include, but are not limited to preparing written instructions and procedures for each research study; overseeing the screening of potential research participants; conducting interviews by telephone, in person, or by Zoom; conducting social/behavioral assessments, and collecting other data from research participants. You will also oversee and help coordinate study visits and follow up with participants, including coordinating incentive payments; assist with IRB amendments; upload data to the National Institutes of Health registries; and assist in preparing NIH progress reports and other summary materials. In this role you will also manage day to day operations of the Sleep and Circadian Research Laboratory with duties ranging from overseeing the procurement of study equipment and materials; to testing and maintenance of that equipment; and even assist in the hiring, training, onboarding, and supervision of new research staff. The potential does exist for the individual in this role to participate in the preparation of research papers and manuscripts for publication, or even to participate in presentations at conference and workshops.

Why Join Michigan Medicine?

Michigan Medicine is one of the largest health care complexes in the world and has been the site of many groundbreaking medical and technological advancements since the opening of the U-M Medical School in 1850. Michigan Medicine is comprised of over 30,000 employees and our vision is to attract, inspire, and develop outstanding people in medicine, sciences, and healthcare to become one of the world's most distinguished academic health systems. In some way, great or small, every person here helps to advance this world-class institution. Work at Michigan Medicine and become a victor for the greater good.

What Benefits can you Look Forward to?

- Excellent medical, dental and vision coverage effective on your very first day
- 2:1 Match on retirement savings

Responsibilities*

Characteristic Duties & Responsibilities:

Expert level knowledge, skills, and abilities within all eight competency domains is expected:

1. Scientific Concepts and Research Design
2. Ethical Participant Safety Considerations
3. Investigational Products Development and Regulation
4. Clinical Study Operations (GCPs)
5. Study and Site Management
6. Data Management and Informatics
7. Leadership and Professionalism
8. Communication and Teamwork

Position specific responsibilities will include, but are not limited to:

- Accurately and efficiently tracking the screening of potential participants across multiple simultaneously running studies. This task will include detailed record-keeping, data entry and verification, filing, creating case report forms, study documents, and other tools to capture data.
- Systems you may use include REDCap, Electronic Medical Record systems and OnCore. We also use Fitabase software to extract research grade sleep metrics from fitbits.
- Schedule, prepare, and attend study initiation meetings, monitor visits, and audits.
- Providing logistic and regulatory guidance on Investigator Initiated Studies for adherence to University and Federal guidelines as well as providing other administrative support for study activity including the management of subject reimbursement and payments.
- Assisting with the hiring, onboarding, training, and supervision of junior research staff.
- Additional responsibilities will include attending all assigned trainings and risk assessments as needed.

Required Qualifications*

To be considered for this position, you must:

- Have a Bachelor's Degree in Health Science or an equivalent combination of related education and experience is necessary.
- Certification through the Association of Clinical Research Professionals (ACRP) as a Certified Clinical Research Coordinator (CCRC) or through the Society of Clinical Research Association (SoCRA) as a Certified Clinical Research Professional (CCRP) or equivalent. Candidates must be eligible to register for the exam at the date of hire and the certification must be complete or passed within six months of date of hire.
 - Please be sure to review eligibility criteria from [SOCRA](#) or [ACRP](#) prior to applying.
- Minimum 3 years of directly related experience in clinical research and clinical trials.

- Please review [SOCRA's Definition of a Clinical Research Professional](#) for qualifying experience prior to applying.
- A valid driver's license and reliable transportation.
- Availability to work occasional evenings and weekends as needed to support research objectives. (Please review

Desired Qualifications*

Other qualifications or experiences that would prepare you well for this role include:

- Six or more years of directly related experience.
- Previous experience using Microsoft software, REDCap, GraphPad Prism, and SPSS
- Previous experience with wrist actigraphy, Fitbit, and wearable technology
- Previous experience with sleep related research.

Other qualities or abilities that would prepare you well for this role include:

- Excellent organizational skills and attention to detail-ability to follow detailed checklists.
- The ability to prioritize workload efficiently
- Strong interpersonal and communication skills
- Strong ability to problem-solve individually and within a team dynamic
- The ability to develop rapport with team members and a diverse pool of research participants.
- Being comfortable discussing sensitive topics with vulnerable populations.
- Experience in managing staff in an equitable and professional manner.

Work Schedule

This is a full time position. Work may occasionally be required on evenings and weekends, if research participants are only available outside of regular office hours.

Work Locations

Rachel Upjohn Building

Modes of Work

Positions that are eligible for hybrid or mobile/remote work mode are at the discretion of the hiring department. Work agreements are reviewed annually at a minimum and are subject to change at any time, and for any reason, throughout the course of employment. Learn more about the [work modes](#).

Additional Information

Michigan Medicine is firmly committed to advancing inclusion, diversity, equity, accessibility, and belonging, which are core to the culture and values of the Medical School Office of Research. Our community support recruiting and cultivating a diverse workforce as a reflection of our commitment to serve the diverse people of Michigan and the world. We strive to create a culture where each team member feels respected, valued, and safe.

Background Screening

Michigan Medicine conducts background screening and pre-employment drug testing on job candidates upon acceptance of a contingent job offer and may use a third-party administrator to conduct background screenings. Background screenings are performed in compliance with the Fair Credit Report Act. Pre-employment drug testing applies to all selected candidates, including new or additional faculty and staff appointments, as well as transfers from other U-M campuses.

In addition to the screenings indicated above under Michigan law, a criminal history check including fingerprinting is required as a condition of transfer or employment for this position.

Application Deadline

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.

[Apply Here!](#)