

CLINICAL RESEARCH COORDINATOR I AT UNIVERSITY OF WISCONSIN

JOB SUMMARY:

The Eating-related Methodology, Behaviors, and Risk (EMBARK) Lab is seeking a full-time research coordinator to assist with the development and implementation of several projects. The EMBARK lab is directed by Dr. Katherine Schaumberg, with a focus on the distinction between adaptive and maladaptive patterns of eating and exercise.

The coordinator will assist in developing study protocols and IRB applications, along with recruitment and assessment of participants with eating disorders, social media management, data management, involvement in analysis of genomic and behavioral data, and preparation of scientific presentations and manuscripts.

This opportunity is ideal for an individual who would like to pursue graduate education in areas such as: clinical, counseling, or sport psychology; exercise science; nutrition; population health; data science. Applicants should be interested in working in a lab community that values empirical inquiry, psychological flexibility, and intensive collaboration.

SMPH is committed to being a diverse, equitable, inclusive and anti-racist workplace and is an Equal Employment Opportunity, Affirmative Action employer. Applications from Black, Indigenous and People of Color (BIPOC) individuals, LGBTQ+ and non-binary identities, women, persons with disabilities, military service members and veterans are strongly encouraged.

RESPONSIBILITIES:

Coordinates clinical research studies, performing related tasks and activities. Collects information, recruits, screens, selects, determines eligibility, and enrolls study participants and ensures subjects follow the research protocol.

- 15% Schedules logistics, determines workflows, and secures resources for a defined clinical research trial(s)
- 20% Recruits, screens, selects, determines eligibility and enrolls trial participants, collects information, and answers questions under supervision of a medically licensed professional. May perform basic medical assessments after completion of required training/certification, such as collecting vital signs, obtaining weight, and performing phlebotomy
- 10% Manages research workflow components, collects, prepares, processes, and submits participant data and samples to appropriate entities, adhering to research protocols
- 5% Identifies work unit resources needs and manages supply and equipment inventory levels
- 30% Serves as an initial point of contact for clinical research participants and clinical staff, providing information regarding research procedures, expectations, and informational inquiries. Ensures participants follow the research protocol and alerts Principal Investigator of issues
- 10% Conduct clinical assessments.
- 10% Data management

INSTITUTIONAL STATEMENT ON DIVERSITY:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: Diversity and Inclusion

EDUCATION:

Required

Bachelor's Degree, preferably in Psychology, Population Health, Nutrition, Exercise Science, or a related field

QUALIFICATIONS:

-Experience with human research subjects preferred.

-1 year of research in relevant field is preferred

-Experience with phlebotomy and blood processing preferred.

-Experience with data management in R preferred.

-Interest in developing experience in a clinical research setting

WORK TYPE: Full Time: 100%

This position may require some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location.

APPOINTMENT TYPE, DURATION:

Terminal, 12 month appointment.

This position has the possibility to be extended or converted to an ongoing appointment based on need and/or funding.

SALARY:

Minimum \$36,500 ANNUAL (12 months)

Depending on Qualifications

Employees in this position can expect to receive benefits such as generous vacation, holidays, and paid time off; competitive insurances and savings accounts; retirement benefits. Benefits information can be found at (<https://hr.wisc.edu/benefits/>)

ADDITIONAL INFORMATION:

This position has been identified as a position of trust with access to vulnerable populations. the selected candidate will be required to pass an initial caregiver check to be eligible for employment under the Wisconsin Caregiver Law and then every two years.

HOW TO APPLY: At UW School of Medicine and Public Health, we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role, we encourage you to apply.

The Department of Psychiatry and the University of Wisconsin-Madison are committed to fostering diversity. We encourage applications from potential candidates of all race, class, gender, sexuality, ability, nationality, religion, and other group identities; and we encourage applications from candidates who can demonstrate a commitment to diversity, equity, and inclusion.

To apply for this position, please click on the "Apply Now" button. You will be asked to upload a current resume, a cover letter briefly describing how you meet the minimum/preferred qualifications for the position, and a document listing contact information for three (3) references, including your current/most recent supervisor. References will not be contacted without prior notice.

CONTACT: Kabao Chang

kchang52@wisc.edu

608-263-6062

Relay Access (WTRS): 7-1-1. See RELAY_SERVICE for further information.

OFFICIAL TITLE: Clin Res Coord I(RE015)

DEPARTMENT(S): A53-MEDICAL SCHOOL/PSYCHIATRY/PSYCHIATRY

EMPLOYMENT CLASS: Academic Staff-Terminal

JOB NUMBER: 276584-AS

The University of Wisconsin-Madison is an Equal Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to, including but not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, disability, or status as a protected veteran and other bases as defined by federal regulations and UW System policies. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

APPLY HERE: <https://jobs.hr.wisc.edu/en-us/job/517570/clinical-research-coordinator-i>

APPLICATIONS OPEN: MAR 21 2023 Central Daylight Time

APPLICATIONS CLOSE: APR 4 2023 11:55 PM CENTRAL DAYLIGHT TIME