



Open Clinical Research Coordinator Position

Center for Biobehavioral Health

The Abigail Wexner Research Institute at Nationwide Children's Hospital

Columbus, OH

Dr. Kristen Fox seeks a **full-time Clinical Research Coordinator** (CRC) to join her research program on preventing risky health behaviors, with an emphasis on substance use (e.g., e-cigarette use), among adolescents living with congenital heart disease, as well as other medical complexities. The CRC will contribute to research funded by the National Institutes of Health that aims to develop and evaluate a mobile health e-cigarette prevention intervention for adolescents with congenital heart disease, as well as other studies addressing health behaviors and psychosocial functioning among adolescents. The CRC is expected to gain exposure to clinical trials, user-centered design, behavioral intervention development, qualitative and quantitative data collection and management, and longitudinal and cross-sectional designs.

The CRC will have the opportunity to receive mentorship and participate in professional development activities. The Center for Biobehavioral Health has a Post-Baccalaureate Training Program, which aids staff in identifying and understanding career paths and navigating the application process for various graduate programs. There are also opportunities for professional development and training for individuals interested in clinical research professional careers. Opportunities exist to submit conference abstracts and to contribute to research manuscripts.

Maintaining an inclusive environment and fostering a diverse workforce are priorities. Individuals from all economic, social, and racial backgrounds, including those who are underrepresented in the scientific workforce (e.g., first-generation college students), are encouraged to apply.

This position is available immediately.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Recruit and obtain consent from adolescent and adult research participants by telephone or in person.
2. Coordinate data collection and other research activities, including developing and maintaining study record-keeping systems, using various platforms (e.g., REDCap).
3. Assist with documenting study progress and preparing reports in adherence to regulatory requirements.
4. Communicate with outpatient medical clinics and healthcare providers.
5. Assist with the conduct and analysis of participant focus groups and interviews.
6. Data management, including abstracting data from medical records and using statistical analysis software.
7. Assist with drafting, submitting, and modifying research protocols.
8. Assist with preparing manuscripts, conference abstracts, and other research products.
9. Support participant retention activities (e.g., drafting study newsletters).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Bachelor's degree in the health, social, or behavioral sciences or related field (by start date).
2. Coursework in research methods and/or prior research experience that involved completing research ethics, compliance, and safety training (CITI Program training) is preferred.
3. Strong interpersonal skills and ability to effectively engage research participants, families, and collaborators in person and by telephone and videoconferencing platforms.
4. Experience working or interacting with children or adolescents.
5. Excellent organizational skills, attention to detail, and strong written and verbal communication skills.
6. Ability to handle sensitive topics and safeguard participant privacy and protected health information.
7. Flexibility to work some evenings and weekends for participant recruitment and data collection needs.
8. A 2-year commitment to the position is strongly preferred.

Please send your CV and a cover letter to:

Kristen Fox, Ph.D.

*Principal Investigator, Center for Biobehavioral Health, Nationwide Children's Hospital
Assistant Professor, Department of Pediatrics, The Ohio State University College of Medicine*

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