

Research Coordinator

Position Details

Position Information

Posting date	06/29/2026
Closing date	
Open Until Filled	Yes
Position Number	1129641
Position Title	Research Coordinator
Hiring Range Minimum	\$52,000
Hiring Range Maximum	\$65,000
Union Type	Not a Union Position
SEIU Level	Not an SEIU Position
FLSA Status	Exempt
Employment Category	Regular Full Time
Scheduled Months per Year	40
Scheduled Hours per Week	12
Schedule	
Location of Position	Lebanon, NH 03766 46 Centerra, Suite 315
Remote Work Eligibility?	Onsite only
Is this a term position?	No
If yes, length of term in months.	NA
Is this a grant funded position?	Yes

Position Purpose

To coordinate and facilitate the development, implementation, and evaluation of Evergreen, an innovative digital mental health platform at Dartmouth College that combines AI-driven support with passive behavioral sensing technology. This position will play a crucial role in managing the co-creation process with students, overseeing content development, coordinating participant recruitment and engagement, and ensuring high-quality data collection and analysis. Working within a team of other Evergreen research coordinators, Working within a team of research coordinators, this position will help demonstrate how universities can effectively develop and implement AI-driven mental health support systems through collaborative research with their student communities. The role requires flexibility to work across different aspects of the project, from platform content development to platform implementation and evaluation phases.

Description

Required Qualifications - Education and Yrs Exp	Bachelors plus 3-5 years' experience or equivalent combination of education and experience
Required Qualifications - Skills, Knowledge and Abilities	<p>5+ years related experience.</p> <p>Bachelor's degree in psychology, public health, computer science, or related field</p> <p>Demonstrated experience managing research participants and study procedures</p> <p>Strong organizational skills and meticulous attention to detail</p> <p>Excellence in project management and multitasking</p> <p>Strong interpersonal and communication abilities</p> <p>Experience with data collection and management</p> <p>Proficiency in research documentation and regulatory compliance</p> <p>Ability to work independently and as part of a team</p> <p>Ability to work flexibly and to successfully manage competing priorities</p> <p>Experience working with student populations</p>
Preferred Qualifications	<p>Master's degree in related field</p> <p>Experience with digital health interventions or AI technologies</p> <p>Knowledge of mental health and wellness programs</p> <p>Background in managing large-scale research studies</p> <p>Experience with content development or quality assurance</p> <p>Familiarity with data analysis tools and techniques</p> <p>Knowledge of HIPAA compliance and research ethics</p> <p>Experience in academic research settings</p> <p>Background in program evaluation</p> <p>Familiarity with behavioral health interventions</p>
Department Contact for Recruitment Inquiries	Tess Griffin and Jamie Ibey
Department Contact Phone Number	646-7080
Department Contact for Cover Letter and Title	Tess Griffin
Department Contact's Phone Number	
Equal Opportunity Employer	Dartmouth College is an equal opportunity employer under federal law. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications are welcome from all.
Background Check	Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, conduct review, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Dartmouth College. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.
Is driving a vehicle (e.g. Dartmouth vehicle or off road vehicle, rental car, personal car) an essential function of this job?	Yes
Special Instructions to Applicants	This position is funded by a grant. Continuation is based upon available funds. Dartmouth College has a Tobacco-Free Policy. Smoking and the use of tobacco-based products (including smokeless tobacco) are prohibited in all facilities, grounds, vehicles or other areas owned, operated or occupied by Dartmouth College with no exceptions. For details, please see our policy. https://policies.dartmouth.edu/policy/tobacco-free-policy
Additional Instructions	
Quick Link	https://searchjobs.dartmouth.edu/postings/86334

Key Accountabilities

Description **Student Engagement and Content Development**

- Lead co-creation sessions with Dartmouth students to develop and refine chatbot content and interactions
- Guide and support student content developers in creating high-quality training data for AI systems
- Organize and facilitate regular meetings with student collaborators to gather feedback and insights
- Document and implement content development guidelines and quality control processes
- Review and ensure consistency in tone and approach across all content
- Maintain detailed records of student feedback and suggestions
- Foster an inclusive and collaborative environment that encourages student participation
- Coordinate with other research coordinators to ensure consistency across content development efforts

Percentage Of Time 35

Description **Study Implementation and Management**

- Manage participant recruitment, enrollment, and retention processes
- Monitor participant engagement and compliance with study protocols
- Implement and maintain tracking systems for participant involvement
- Coordinate data collection procedures across multiple study arms
- Ensure adherence to research protocols and regulatory requirements
- Troubleshoot technical and operational issues as they arise
- Maintain organized documentation of study procedures and participant interactions
- Collaborate with technical teams to ensure proper integration of research components
- Support the implementation of intervention refinements based on participant feedback

Percentage Of Time 35

Description **Data Management and Quality Assurance**

- Oversee collection, organization, and management of research data
- Monitor data quality and completeness across study components
- Coordinate with technical teams on data integration and management
- Assist in preliminary data analysis and preparation of results
- Maintain detailed documentation of research procedures and outcomes
- Prepare regular reports on study progress and participant engagement
- Contribute to the development of data collection tools and procedures
- Ensure compliance with data privacy and security requirements
- Prepare and maintain IRB protocols and amendments

Percentage Of Time 15

Description **Project Support and Administration**

- Handles the administration of student employment
- Assist in training and supervising project assistants
- Participate in regular project team meetings and planning sessions
- Help organize and facilitate project team meetings
- Maintain organized records of all project activities
- Support the preparation of presentations and project-related writing
- Contribute to the preparation of project progress reports and publications
- Assist in coordinating with external partners and stakeholders

Percentage Of Time 15

- Demonstrates professionalism and collegiality through actions, interactions, and communications with others appropriate to an environment that is welcoming to all.
- Performs other duties as assigned.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn about this employment opportunity?
 - Current Dartmouth employee (Please specify full name below)
 - Word of mouth
 - Mentioned on social, digital, or print media (e.g. LinkedIn feed, VOX, Valley News, listserv)
 - jobs@dartmouth.edu email outreach (includes Job Alert notifications, marketing emails from Talent Acquisition)
 - Recruiter (Please specify full name or event below)
 - abilityJOBS
 - Chronicle of Higher Education
 - Glassdoor
 - Handshake
 - HigherEdJobs
 - HigherEdMilitary
 - Indeed
 - Inside Higher Ed
 - LinkedIn's Job Board
 - RecruitMilitary
 - Dartmouth's Job Board (searchjobs.dartmouth.edu)
 - Other (Please specify below)
2. If you would like to add more information to your answer, please specify here:
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Resume

Optional Documents