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Job Description

Research Coordinator - 39921

University Staff

Description

Research Coordinator

Lyda Hill Institute for Human Resilience

Elevate Your Career at UCCS: Innovate, Inspire, and Impact in the Rockies!

Who We Are

The University of Colorado Colorado Springs (UCCS) is a premier educational institution that prides itself on academic excellence, research, and community engagement and is actively seeking a **Research Coordinator** to join our team! UCCS is committed to academic excellence, professional development, and fostering an environment that supports innovation and student success.

At the base of the Rocky Mountains, Colorado Springs is captivated by its stunning landscapes, making it a paradise for nature lovers. This city is more than its scenery—a mosaic of history, arts, and a vibrant tech scene. We invite you to join a community that cherishes outdoor adventure as much as forward-thinking growth, an exceptional setting for both career and lifestyle

Salary/Pay Range: \$51,923 - \$66,997 annually. Compensation will be commensurate upon experience and qualifications. This position is Exempt from the Fair Labor Standards Act (FLSA) overtime provisions.

Work Location: On-Site

Benefits at a Glance

At UCCS, our employees are our most valued asset. We're proud to offer:

- **Generous Time Off:** Enjoy 22 vacation days, 10 sick days, paid parental leave, 13 recognized holidays, and provisions for bereavement, jury duty, and FAMILI Leave.
- **Robust Health Coverage:** Our comprehensive medical plans cover preventative care at no cost, including a yearly mental health visit. Plus, benefit from affordable dental, vision plans, and competitive prescription drug prices.
- **Financial & Retirement Benefits:** Take advantage of our health savings, flexible spending accounts, and life and disability insurance. Plan for your future with our retirement options.
- **Further Your Education:** Avail twelve (12) waived credits per academic year for courses at any CU campus. We invest in your educational and professional growth.
- **Wellness & More:** From wellness programs aimed at achieving your best self to various additional benefits through CU Advantage, we prioritize well-being and holistic development.
- Want to know your total compensation? Use our [calculator](#) to get the complete picture!

Summary

The Lyda Hill Institute for Human Resilience at the University of Colorado Colorado Springs is seeking qualified applicants for a research coordinator in trauma psychology research. The fellow will work Dr. Charles Benight on an NSF-funded project conducting research-related activities, which include day-to-day research operations, data management and analysis and the preparation of manuscripts and grants.

The project centers around using multi-source data collection to understand and predict recovery and coping dynamics following acute traumatic injury.

Essential Functions

The duties and responsibilities of the position include, but are not limited to:

- Provide coordination and administrative support to the principal investigator (PI) for the project.
- Maintain open communication with the PI.
- Schedule meetings and keep meeting records.
- Track milestones for the project.

- Coordinate participant reimbursements and track compensation, including gift card distribution.
- Assist with the preparation of research compliance forms and reports.
- Screen participants for eligibility.
- Assist in literature reviews and manuscript writing/editing.
- Data management.
- Other duties as assigned.

Tentative Search Timeline

Priority will be given to applications submitted by: **June 1, 2026.**

Potential interview dates: **June 8, 2026- June 12, 2026.**

Potential start date: **June 15, 2026.**

CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected veterans and individuals with disabilities.

In accordance with the Equal Pay for Equal Work Act, UCCS does not discriminate based on sex in our employment or compensation practices.

Qualifications

- Qualified applicants will have successfully completed a bachelor's degree in psychology, Sociology, Criminal Justice, Social Work or a related field.
- Must have experience as a project coordinator.
- Candidates with experience delivering psychoeducational interventions are preferred

The University of Colorado Colorado Springs has implemented a misconduct history check program with respect to final candidates for specific appointments. The misconduct history check program is intended to allow UCCS to collect and review information about a candidate's conduct at their previous institutions, specifically conduct related to sexual misconduct, harassment, and/or discrimination – before making hiring decisions. All final candidates to these appointments are required to complete an Authorization to Release Information and provide contact information for their previous institutions.”

Special Instructions to Applicants: • Applications submitted by June 1, 2026 will receive full consideration. • Applications submitted through email or surface mail will not be considered. Please apply at cu.edu/cu-careers (job #: 39921). • Official transcripts will be required upon hire. • Upon request, please be prepared to provide five professional references (at least two previous/current supervisors), including their email contact information.

“If you have technical difficulties with your application, please contact the CU Careers help desk at 303-860-4200 #5 or cucareershelp@cu.edu. Job related inquiries should be directed to the posting contact. If not considering international candidates (most positions): The University of Colorado Colorado Springs will not sponsor work visas or permanent resident applications for this position. If you are considering hiring an international candidate: The successful candidate must provide proof of eligibility to work in the United States upon hire.”

Application Materials Required: Cover Letter, Resume/CV

Application Materials Instructions: “Please identify the job specific minimum qualifications you possess in your cover letter and be sure your resume includes any and all relevant experience to be accurately assessed against the qualifications listed in the posting. To apply, please submit the following application materials to this posting. 1. A current resume. Must include date ranges to include month and year (mm/yyyy) and whether the position was full time or part time. 2. A cover letter that specifically addresses the job requirements and outlines qualifications. When submitting the materials, check the Job Specific Attachments box next to each document in order for the search committee members to see your materials.”

Job Category Research Services

Primary Location Colorado Springs

Department: C0001 -- Colorado Springs Campus - 40386 - Chanc-Lyda Hill Inst - Hum Res

Schedule Full-time

Posting Date May 12, 2026, 1:14:34 PM

Unposting Date Ongoing

Position Number: 00421903

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. For COVID-19 information or vaccination requirements, please refer to the campus specific vaccination webpage.

[How to Apply](#)

[Title IX Policy](#)

[Regent Policy](#)

[Clery Act](#)

The University of Colorado participates in and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.[E-Verify](#)