

Research Coordinator at NYU Langone Health

Position Summary:

We have an exciting opportunity to join our team as a Research Coordinator – Neurology-Headache.

In this role, the successful candidate is responsible for providing basic to moderate range of coordination for Research studies conducted at the Medical Center. Assists with recruitment, enrollment, grant submissions, research data collection and study coordination. Performs intra-operative monitoring and serves as liaison with the IRB and the internal and external funding agencies. Ensures accurate execution of research protocols in accordance with Good Clinical Practices, HIPAA and required obligations to patient/subject, Principal Investigator, research team and sponsor. Interfaces directly with patients/subjects and Principal Investigators in support of the clinical trials if applicable. Works under general supervision.

Job Responsibilities:

- Human Subjects' Research – If applicable, updates and submits necessary documents required by the NYU Institutional Board (IRB), NYU Office of Clinical Trials and any other appropriate parties in order to obtain approval to conduct human subjects research. Secures accurate signatures and forwards documents and/or forms to appropriate destination. Might prepare and submit monthly enrollment statistics to the Office of Clinical Trials and provide other information in timely manner, as necessary.
- Participates in special projects and performs other duties as required.
- Budgets – May develop draft budgets and submit to the Principal Investigator. Assists in the preparation of funding reports to agencies. Helps to identify new potential sponsors/agents for trials and researches as assigned.
- Grants – Assists in the preparation of grant applications and related activities such as developing grants proposals and fund raising activities. Collects and organizes required paperwork for submission if required. Follows up and coordinates resolution of all issues progress reports to the sponsors to fund medical research in the division.
- Reporting and Analysis – Gathers and compiles data and assists in consolidating/analyzing data for presentation to sponsoring and regulatory agencies. Provides reports to all necessary parties (e.g., the principal investigator, sponsoring agency, etc.) on the progress of the study as needed. Conduct primary analysis to data collected. Formulates,

prepares database and generates preliminary measurement reports for review by the PI.

- Continuous Learning: Position requires ongoing continuing education in all areas of research development. It is expected that the employee demonstrates proof of ongoing research education on a yearly basis. Training programs are provided through the SOM.
- Clinical Competency: Position may require competency in performing EKG, phlebotomy technique, centrifuge, handling, storing and shipping of specimens. Clinical training and didactic competency tests may be required to perform basic procedures as part of position expectations. In house training and certification will be provided. Other trainings and competencies may be included as required.
- Recruitment – Screens potential patients/subjects for eligibility to the study and schedules the initial visits. This may include researching and gathering information from the medical record, physician referral, advertisement and directly scheduling a visit to evaluate the patient/subject. Reviews all the elements of the screening process with the Principal Investigator that include but not limited to: inclusion/exclusion criteria, completed informed consent, documentation of the event and the patient/subject willingness to participate in the study.
- Research Activities – Collects patient information for the research project(s). This may include abstraction of data from the patient chart (e.g., laboratory or diagnostic test results, surgical/radiation treatments delivered, adverse drug reactions, etc); abstraction of data for publications, or data collection from outside physicians offices. Uses tools to facilitate data collection (e.g. calendars, schedules, tracking logs, etc). Audits and updates the database or the case report forms. Conducts study visits, obtains and documents information within the time frame specified. Research, collects, compiles and conducts preliminary analyses of data, statistics, and other materials for reports. Conduct preliminary analysis.
- Study Regulations – Aware of study regulatory status and keeps an up to date copy of regulatory documents. Assists with the informed consent process and ensure that the patient/subject fully understands what is required of them throughout the study. Follows through regularly with the patient/subjects and reminds them of visits and compliance.

Minimum Qualifications:

- To qualify you must have a Bachelor's degree in life sciences, allied health or equivalent in a related discipline and 2 years experience or an equivalent combination of education and experience. Effective oral, written, communication, interpersonal skills. Must be able to work under the direction of supervision. Ability to operate research related equipment. Proficiency in using various Microsoft Office applications such as Word, Excel, Access, Power Point and Outlook. Familiar with Internet applications. Ability to identify, analyze and solve problems. Time management skills and ability to work well under pressure.
- Please include a cover letter with your application.
- Preferred Qualifications:
Knowledge of basic medical terminology is preferred. Prior experience working with Research Protocols. Experience working in an academic medical center environment
- Qualified candidates must be able to effectively communicate with all levels of the organization.
- NYU Grossman School of Medicine provides its staff with far more than just a place to work. Rather, we are an institution you can be proud of, an institution where you'll feel good about devoting your time and your talents.
- NYU Grossman School of Medicine is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sex, sexual orientation, transgender status, gender dysphoria, national origin, age, religion, disability, military and veteran status, marital or parental status, citizenship status, genetic information or any other factor which cannot lawfully be used as a basis for an employment decision. We require applications to be completed online.
If you wish to view NYU Grossman School of Medicine's EEO policies, please [click here](#). Please [click here](#) to view the Federal "EEO is the law" poster or visit <https://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm> for more information.
- NYU Langone Health provides a salary range to comply with the New York state Law on Salary Transparency in Job Advertisements. The salary range for the role is \$62,400.00 – \$62,400.00 Annually. Actual salaries depend on

a variety of factors, including experience, specialty, education, and hospital need. The salary range or contractual rate listed does not include bonuses/incentive, differential pay or other forms of compensation or benefits.

- To view the Pay Transparency Notice, please [click here](#)

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