

Research Study Coordinator at Rosalind Franklin University

Full-Time Staff

North Chicago, IL, US

7 days ago Requisition ID: 1912

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Position Summary

The Department of Psychology at Rosalind Franklin University of Medicine and Science invites applications for a full-time **Research Study Coordinator** position in the **Sexuality, Health, and Gender (SHAG) Lab**, directed by **Dr. Brian Feinstein**. The overarching goals of the SHAG Lab are: 1) to advance research on the role of stigma-related stress in the development and maintenance of mental and behavioral health problems among sexual and gender minority (SGM) populations across the lifespan; and 2) to develop and test interventions to improve SGM health.

The Research Study Coordinator will contribute to an NIMH-funded study examining the longitudinal and daily associations between sexual orientation-related rejection, rejection sensitivity, and mental health in a diverse cohort of sexual minority adolescents. They will oversee all day-to-day operations of the project, including but not limited to: monitoring the progress of research activities; developing and implementing quality control processes; ensuring that study protocols and regulatory requirements are followed; developing and maintaining record-keeping systems and procedures; preparing study materials and IRB submissions; purchasing and budget management; preparing reports and presentations for internal and external venues; overseeing the work of other project staff (e.g., research assistants); and troubleshooting technical and related data collection issues.

The ideal candidate will demonstrate strong skills in organization, communication, problem-solving, and management/leadership. The position is best suited for a post-master's research scientist, a post-bacc with several years of project coordinator experience, or a post-doc with a matching skill set looking to expand their experience coordinating large and complex research studies. In the case of a post-doc, the position may be eligible for the title Postdoctoral Research

Associate. If desired, there will be opportunities to contribute to conference presentations and peer-reviewed publications.

Start date: Flexible; as soon as possible preferred

Term: 2 years, pending successful performance in Year 1 (with the possibility of extending the position beyond 2 years)

Location: On-site preferred; remote will be considered

Salary: \$56,000 - \$62,000, commensurate with experience

Rosalind Franklin University of Medicine and Science, a national leader in interprofessional medical and healthcare education, is a graduate-level health sciences university situated on an attractive 85-acre campus in North Chicago, Illinois, approximately 40 miles north of the city of Chicago and 50 miles south of Milwaukee. As such, the University benefits from active collaborations with local hospitals, as well as academic institutions in both cities. The campus is shared with the North Chicago VA Medical Center and the Great Lakes Naval Training Center, both of which provide the University with potential research and clinical training resources.

Rosalind Franklin University of Medicine and Science offers equal employment opportunities to all persons without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, parental status, housing status, genetic information, source of income or military status, in accordance with applicable federal, state and local EEO laws. ***People of color, LGBTQ+ individuals, and members of other minoritized groups are strongly encouraged to apply.***

To apply, please submit a CV/resume and a cover letter including:

- **A description of your interest in the position and relevant experiences;**
- **Contact information for 3 references (*references will only be contacted if you are invited for an interview*)**

Applications will be reviewed on a rolling basis until the position is filled.

Who We Are

Rosalind Franklin University of Medicine and Science (RFU) is a graduate health sciences university committed to serving the population through the interprofessional education of health and biomedical professionals and the discovery of knowledge dedicated to improving wellness. The university embodies the spirit of inquiry and excellence modeled by its namesake Dr. Rosalind Franklin, whose Photo 51 was crucial to solving the structure of DNA. RFU is nationally recognized for its research in areas including neuroscience, brain-related diseases, inherited disorders, proteomics, cancer cell biology and immunology, cardiac resuscitation, and gait and balance.

As part of our efforts to enhance the depth and breadth of research at RFU and to facilitate the translation of our basic science research to the development of diagnostics, therapeutics, and identification of biomarkers in order to improve human health, a new Innovation and Research Park (IRP) was constructed, opening in January 2020. The novel design of the IRP enables academic researchers to reside in state-of-the-art laboratory space that is in close proximity to industry researchers on each floor of the 100,000 sq ft building. It also houses our Helix 51 Incubator, Chicago's newest bioscience incubator for startups. To learn more, see <https://www.rosalindfranklin.edu/research/innovation-and-research-park/>

Essential Duties & Responsibilities

- Coordinate and oversee execution of the project
- Ensure the smooth and efficient day-to-day operation of research activities
- Maintain an awareness and working knowledge of all aspects of the project at all times
- Assist in project planning, and ensure that study protocols and regulatory requirements are followed
- Establish operating policies and procedures
- Monitor the progress of research activities; develop and maintain records of research activities; and prepare periodic and ad hoc reports and presentations
- Develop and implement quality control processes
- Prepare study materials and IRB submissions
- Provide training and oversight to research support personnel, students, and volunteers
- Troubleshoot technical and related data collection issues
- Plan and facilitate team meetings
- Oversee budget and purchase of study materials

Conditions of Employment

- Must achieve satisfactory results from a background check
- Compliance with the current COVID19 vaccination policy

Required Education & Experience

- Bachelor's degree in social/behavioral/health sciences or a related field (e.g., psychology, public health, human development and family studies)
- Experience conducting social/behavioral/health sciences research
- At least 1 year of project management experience
- Experience overseeing the work of project staff (e.g., research assistants)

Required Knowledge, Skills, & Abilities

- Excellent organizational and problem-solving skills
- Ability to make short- and long-term project plans
- Ability to prioritize multiple tasks and demands
- Ability to work independently and as part of a team
- Ability to supervise other team members (e.g., research assistants)
- Strong interpersonal and communication skills
- Exceptional attention to detail
- Proficiency in Microsoft Office software (e.g., Excel, Word, PowerPoint)
- Proficiency in the use of SPSS
- Commitment to diversity, equity, and inclusion

Preferred Qualifications

- Master's or doctoral degree in social/behavioral/health sciences or a related field (In the case of a post-doc, the position may be eligible for the title Postdoctoral Research Associate)
- Multiple years of project management experience
- Experience managing NIH-funded research
- Experience interacting with research participants
- Experience working with sexual and gender minority populations
- Experience using survey programming software (e.g., Qualtrics)
- Experience using other data processing and analysis software (e.g., R)
- Experience with intensive longitudinal data collection (e.g., experience-sampling methods, daily diary studies) and using mobile data collection software (e.g., MetricWire)

Typical Physical Demands & Working Conditions

- Selected candidate must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodations.

EOE, Including Disability / Vets

[Apply here!](#)