

## Research Coordinator at the University of Wisconsin School of Medicine

The Department of Psychiatry and Behavioral Sciences (PBSCI) within the UW School of Medicine is recruiting for a Research Coordinator!

Under the supervision of Dr. Jill Locke, Associate Professor in the Department of Psychiatry and Behavioral Sciences, the Research Coordinator provides support for behavioral science research studies involving human subjects. Activities include taking a lead role on the coordination of one or more school-based research projects with community partners, including the development and monitoring of research procedures; responsibility for quality assurance systems to accomplish research goals; contribution to the analysis of research study results and the preparation of reports for review boards, funders, and publication.

This position will primarily support the implementation trial of a recess-based intervention (Remaking Recess) for autistic students and their classmates who are socially isolated or peripheral on the playground. The study will evaluate a multi-phase implementation strategy to support Remaking Recess use across different interventions for individuals with autism, settings, and ages.

Great opportunity for anyone with experience working with autistic individuals or an interest in implementation science methods!

### **DUTIES AND RESPONSIBILITIES**

- Coordinate multiple data collection efforts in schools, through data management and survey distribution platforms such as REDCap and Qualtrics. (25%)
- Oversee the identification and recruitment of human subjects (i.e., school educator, parents, and children) for multiple projects including writing and reviewing human subjects' applications, developing consent forms and human subject procedures in compliance with applicable regulations. (25%)
- Implement research protocol and monitor participant adherence to protocol; take action to correct problems such as deviation from protocol requirements; verify accuracy of data. (15%)
- Coordinate and participate in study recruitment, scheduling, and human subject activities (interviews, focus groups, electronic surveys) and participation in the study. Monitor workflow for field activities; serve as primary contact for research assistants regarding field activities. (10%)
- Establish and maintain contact with community partners (e.g., school principals, teachers, and paraeducators), act as a liaison between the project team and research project partners and funding agencies. (10%)

- Assist in design of procedures for collecting and summarizing data and the development of procedures for the design of measurement instruments and scoring systems. (5%)
- Ensure timely data entry and cleaning and use statistical and database management programs to analyze data and prepare summary narrative reports, graphs, tables, charts, and illustrations. (5%)
- Prepare human subject applications, writing and editing technical reports and manuscripts for publication or presentation. (5%)

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in psychology, sociology, education, public health, or other social/behavioral sciences.
- Minimum of two years of experience coordinating the operations of clinical, biomedical, or behavioral research studies involving human subjects.
- Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration

### **DESIRED QUALIFICATIONS**

- Experience working with individuals with autism or interest in implementation science methods
- Experience conducting research interviews.
- Experience developing, editing, administering, and tracking electronic surveys.
- Experience working with public schools.
- Ability to effectively communicate with study participants and community partners.
- Strong organizational skills and ability to meet competing priorities.
- Knowledge of software applications including proficiency using MS Office (Outlook, Word, Excel & Access); REDCap; Qualtrics; SPSS; NVivo; R.

**[If you are interested, please apply here!](#)**