

MASSACHUSETTS GENERAL HOSPITAL

Job Title: Clinical Research Coordinator I Date: 5/26/2021
Job Code: 000481 Grade: FLSA Status: Non-Exempt
Department/ Unit/ Section: General Medicine Division Reviewed By:
Reports To: Julie H. Levison, MD, MPhil, MPH
Date Description last revised: 7/22/2021

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

Investigators within the MGH Division of General Internal Medicine / Mongan Institute and Department of Surgery / Institute of Technology Assessment seek a full-time **Clinical Research Coordinator (40 hrs per week)**. This is an excellent research opportunity for those planning to attend graduate school or medical school or continue working in research. The position will provide an opportunity to work in a medical academic environment and to be involved in cutting-edge clinical research aimed at addressing improving patient engagement and health disparities. This person will work with an internationally recognized, multidisciplinary team from Massachusetts General Hospital and Harvard Medical School as well as domestically and abroad.

The **Clinical Research Coordinator** will participate in research, funded in part by the National Institutes of Health, to address barriers to infectious disease treatment and care for multi-cultural populations including those with HIV infection, Zika infection, and other infectious diseases. S/he/they will also assist a team of researchers at the MGH Institute of Technology Assessment working in the area of cancer and chronic illness. The person would be trained to conduct structured survey interviews. The research coordinator will take part in other elements of the study including data organization (using Excel and REDCAP software) and data analysis, preparing manuscripts for publication, assisting with institutional research board (IRB) amendments, and taking part in grant preparation. S/he/they will help with preparation of grants and manuscripts. S/he/they will assist with logistics of setting up and organizing regular research team meetings/video/teleconferences. S/he/they should be a self-starter with excellent organization, interpersonal, and communication skills with a strong attention to detail. Ability to work well as a member of a team, and interface with individuals across a wide range of disciplines and life experiences is important. Spanish native level of fluency is encouraged.

Interested candidates should apply via <http://www.partners.org/careers>. Please attach a cover letter to your resume.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

Responsibilities include, but are not limited to, the following activities:

- Assist with logistical elements in collaborating with research partners at community health centers and community base organizations in Boston, Puerto Rico and possibly other sites in the US.

- Assist in organizing data and project related files and maintain electronic records of all project documents.
- Assist in recruitment of active and former patients who are English and Spanish speaking, to research studies, including recruitment in clinic, by mail, and by telephone.
- Assist in abstract, manuscript, and preparation, including medical literature searches.
- Prepare Institutional Review Board (IRB) applications regarding human subjects compliance.
- Provide general administrative support to the investigator.
- All other duties as assigned.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

The position requires at least a bachelor's degree and fluency in both English and Spanish. Prior experience in bi-cultural or multi-cultural settings is encouraged. The candidate must possess superior organizational, administrative, time management, interpersonal and communication skills, with the ability to interact professionally at all levels.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, measurable, objective, and related to the essential functions of the job.)

- Fluency in English and Spanish
- Comfort in multi-tasking
- Excellent attention to detail
- Strong written and verbal communication skills
- Proficiency with standard office software (Microsoft Word, Excel, and PowerPoint as well as Internet applications) and the ability to learn new computer applications
- Experience with REDCAP or other database management tools is desirable
- Experience with telephone interviewing with bilingual patients desirable
- Experience using internet and library search engines
- Ability to work both independently and as part of a team
- Intellectual independence and initiative
- Excellent interpersonal skills and professionalism
- Demonstrated passion and dedication to health disparities, medicine/public health
- Previous research or patient experience preferred

WORKING CONDITIONS: Describe the conditions in which the work is performed.

Duties will be carried out in a typical office or clinical environment.

SUPERVISORY RESPONSIBILITY: List the number of FTEs supervised.

N/A

FISCAL RESPONSIBILITY: Indicate financial "scope" information, i.e.: size of budget, volume, revenue, etc.

N/A

APPROVAL:

(NAME)

Department Mgr. __ _____ Title: Administrative Manager Date:

(NAME)

Other, As Appropriate _Shelli Mahan_ Title: Administrative Director_ Date:

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.