Research Coordinator
Center for Innovations in Quality, Effectiveness and Safety (IQuESt), Houston, TX

The candidate should be highly motivated to pursue a career in health care and be available for a full-time (40hrs/week) position. The incumbent within this position serves as a Research Coordinator providing support on Health Services Research projects. The incumbent will conduct a variety of tasks associated with project support activities under PI supervision including: coordination among the team members, handling communication between the project team and other stakeholders, assisting in the development of materials for presentations and manuscripts for publication, preparation of progress reports, and various related administrative tasks. The candidate should have high personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress with little direct supervision.

Essential Functions and Duties:
- Maintain the timeline for all project tasks and keep findings and analyses organized and accessible.
- Assist the leadership with project budget and preparing annual reports.
- Assist with maintaining and revising human subject approvals.
- Assist with data collection activities.
- Assist with coordinating data collection at clinics, scheduling of meetings and calls
- Assist with qualitative data collection activities, including audio taping.
- Perform other job-related duties as assigned.

Other tasks that might be expected include: assisting with developing and administering data collection instruments; recruiting, screening, and obtaining informed consent; assisting with interviews or focus groups including taking field notes; facilitating preparation of reports, manuscripts and presentations for dissemination of research results; performing data entry and assisting with data analysis; and performing other administrative tasks associated with the job.

The ideal candidate should possess:
- Effective oral and written communication skills
- Experience with MS Office applications
- Ability to understand and implement patient studies and protocols
- Interpersonal skills necessary to support research studies
- Initiative to help with and/or address anticipated needs of research projects and team members

Qualifications:
- Minimum – Bachelor's degree in Psychology or a health related scientific degree
- Preferred – Master's degree in related health fields such as Public Health, Biomedical Informatics, Psychology, or Sociology
- US citizen preferred

Interested candidates should submit a current resume and cover letter to: Sahar Memon at Sahar.Memon@bcm.edu. Please reference “PSCI Research Coordinator” in the subject line.
For more information about our Center, please check out our website: http://www.hsr.d.houston.med.va.gov/.