**Job Title**: Clinical Research Coordinator I  
**Job Requisition ID**: 51426BR  
**Operating Unit/Division**: Emory University School Of Nursing  
**Department**: 803300:SON: Academic Advancement  
**Full/Part Time**: Full-Time  
**Regular/Temporary**: Regular  
**Minimum Hourly Rate**: $18.605769  
**Midpoint Hourly Rate**: $24.951923  
**Minimum Annual Rate**: $38700  
**Midpoint Annual Rate**: $51900

**JOB DESCRIPTION**: Handles or assists with administrative activities associated with the conduct of clinical trials. Maintains data pertaining to research projects, completes source documents/case report forms, and performs data entry. Assists with patient recruitment. Attends study meetings. Orders and maintains equipment and supplies. Reviews medical records and/or conducts screenings for recruitment of study participants, performs interviews and QOL questionnaires. Collects study specimen according to protocol which may include phlebotomy, processing, and preparation for shipping. Coordinates services, schedules procedures, creates and maintains case packages, and monitors charges. Assists with quality assurance and tracks regulatory submissions. Performs related approved responsibilities as required.

**PREFERRED QUALIFICATIONS:**  
***Preference will be given to candidates with a healthcare and/or public health background/degree, a background in AIDS and human subjects research, and previous experience in the Grady health system.***

The successful candidate will confidently: Work with diverse populations, both over the phone and in-person, often independently; Collect and transfer data electronically; Liaise with a multi-disciplinary team of professionals to facilitate study referrals; Possess strong verbal and written communication skills.

**ADDITIONAL JOB DETAILS**: This position will be primarily responsible for initiating and maintaining research study participants’ entry into and retention in a large NIH-funded research study investigating the efficacy of an enhanced model of early palliative care services for persons diagnosed with AIDS.

**Primary duties**: Recruit, identify, screen, contact and interview participants in the inpatient (Grady hospital) setting, the outpatient (Ponce Infectious Disease Center) setting, and via phone; Review electronic medical records to determine eligibility and extract study data; Administer, collect and enter research data into multiple project databases (REDCap, QDS ACASI, Excel, Outlook calendar); Maintain complete and accurate records and files pertaining to the project; Follow-up with participants in accordance with established standards and protocols. May coordinate staffing or scheduling assignments. This position will work directly under the Supervisor, Research Project Coordinator.

**Required**: Flexibility to work some regular evening hours; Reliable, personal transportation for travel between Grady Hospital, the Ponce De Leon infectious disease center, and the School of Nursing.

**MINIMUM QUALIFICATIONS**: Two years of college in a scientific, health related, or business administration program or licensed as a practical nurse and one year of administrative support or licensed practical nursing experience, or equivalent combination of experience, education, and training. This position is intended for clinical research and all training requirements must be monitored through Emory Healthcare under the category of CLINICAL RESEARCHER.

Emory Careers website: [www.hr.emory.edu/eu/careers](http://www.hr.emory.edu/eu/careers)  
Apply for position 51426BR Clinical Research Coordinator I  
Posted 3/30/15

**Principal Investigators**: Dr. Marcia Holstad and Dr. Tammie Quest

**Questions about the position?** Contact Amy Lovvorn, study coordinator: 404-727-8323 or amy.lovvorn@emory.edu