

Job Title:	Research Coordinator	Reports To:	Research Manager
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	2/25/2019
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Research Coordinator			

Job Description:
<p>Position Overview: The Research Coordinator position at AllianceChicago will have the exciting opportunity for hands-on experience with a network of community health centers (CHCs) and leveraging Health Information Technology (HIT) for quality improvement and research. The primary responsibilities of the Research Coordinator are to coordinate the daily operations of multiple projects involving multidisciplinary internal and external teams and stakeholders.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Monitor and manage study performance against established workplans to ensure projects meet objectives • Assist with the development of project designs, data collection methods, clinical content, and strategies for data delivery and management for research • Participate in preparation of project protocols and procedures, and ensure adherence to them • Coordinate data collection and HIT content development in collaboration with investigator(s)/project leads, other external partners. • Consult with investigator(s)/project leads on troubleshooting issues • Recruit or oversee project-related recruitment of human subjects • Prepare and convene internal and external relevant project meetings • Review and assist with grant proposal documents as-needed • Coordinate development of interim reports for principal investigators, funders, Institutional Review Boards, and other stakeholders • Prepare Institutional Review Board and research review documents for research studies • Communicate with external partners including CHCs, academic researchers, funders, and community stakeholders • Coordinate the recruitment and engagement of CHCs in research • Adhere to Alliance documentation standards • Express the mission, vision, and values of Alliance • Support administrative tasks of research team, as required <p>Other Requirements:</p> <ul style="list-style-type: none"> • Ability to multi-task and work on simultaneous projects • Ability to prioritize workload to ensure on-time project completion • Strong problem-solving skills • Keen attention to detail • Proficiency in Microsoft Office Professional products • Excellent verbal and written communication, interpersonal, and customer service skills <p>Education/Training/Expertise:</p> <ul style="list-style-type: none"> • Bachelor's degree in the social, behavioral, or health sciences and 3 years' experience; or a Master's Degree in a social, behavioral, or health science and 1 year of project coordination experience is required

- Prior work experience in a health care or research-related organization

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.