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## **Position Opening**

TITLE: Research Project Coordinator

### **JOB SUMMARY**

The Research Project Coordinator is responsible for coordinating tasks for multifaceted research projects and government contracts in the Center for Outcomes Research and Evaluation (CORE). This position requires substantive knowledge and experience in health services research, quality measurement development or related work in health care. Incumbent will ensure that project activities -- including data collection, data analysis, report production, and communication with funding agencies -- are carried out according to the project timelines, that deliverables are met, and that resources are within the established budget. Must have a clear understanding of the overall grant and contract, and effectively communicate the status of specific tasks to CORE management

### **POSITION DUTIES AND RESPONSIBILITIES**

Coordinates Research Projects.

Coordinates the logistics of the project through clear communication of roles and responsibilities of team members to promote the successful working of cross-functional teams.

Assists the Project Manager with planning the study task; establishing goals and objectives, and defining the work involved in completing the task. Works with project manager to develop project management plan.

Coordinates and assesses the day-to-day operation of the research project. Creates detailed work-plans for program completion in consultation with principal investigators, statisticians, epidemiologists, and physicians.

Monitors and coordinates progress on tasks and sub-tasks.

Coordinates and conducts focused, productive meetings with staff, principal investigators and the study collaborators to facilitate progress toward task completion. Drafts agendas and works with technical staff to define specific meeting objectives and prepare materials for meetings. Prepares minutes and action plans.

Captures meeting outcomes and determines the next steps in terms of cross-functional communication and coordination of individual tasks and action items.

Supervises research assistants' work related to the project.

Manages multiple tasks of varied complexity simultaneously.

Monitors the study budget and resources utilized and reports regularly to supervisor.



**Yale/Yale New Haven Hospital  
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Determines procedures for data collection which are consistent research project requirements.

Ensures adherence to regulations established by the federal government, pharmaceutical companies, Yale-New Haven Hospital, Yale University and outside agencies as applicable.

**Assists with Study Design, Interpretation, and Communication**

Interacts with internal contacts such as research staff; principal investigators; clinical staff; administrators; various Yale-New Haven Hospital and Yale University departments; and Directors to discuss and collaborate on research issues; and to design, develop, and coordinate research plans, techniques and methodology for research study.

Designs and develops logs, files, records, questionnaires and other related materials to obtain data and maintain records.

Understands the basic statistical analysis completed for the project and works closely with the analysts on the project.

Interprets, synthesizes, and analyzes data using scientific or statistical techniques.

Works collaboratively with principal investigators, statisticians, project coordinators, and other staff members to analyze and present information to study team.

Interacts with external contacts such as staff at participating hospitals; principal investigators at other institutions; extended care facilities; funding agencies; various government agencies and vendors to solicit information and consult on methodologies for the research study.

Communicates with CORE staff about problems incurred in data collection or analysis and makes recommendations for improvement.

Prepares and presents briefings and status reports for internal and external agencies.

Indicates and coordinates public awareness and information on the studies.

Prepares study reports utilizing a variety of computer software packages including MS Word, MS Excel, MS Powerpoint, MS Access and MS Visio.

Prepares Human Investigation Committee applications and reapprovals.

Coordinates preparation of manuscripts and final reports.

**Education:** Bachelors degree in public health, nursing, healthcare or related field. Masters degree preferred.

**Experience:** A minimum three (3) years experience in a research capacity or related experience indicating ability to communicate with people, to work with minimal supervision,



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to conduct and coordinate research studies, to work with a variety of computer software programs, and to be receptive to variety of duties to support projects.

**Special Skills:** Comprehensive knowledge of research methodology and protocols and survey methods. Comprehensive knowledge of policies pertaining to research studies involving human subjects. Comprehensive knowledge of computer software to support research project. Well developed oral and written communication, statistical, organizational, analytical, and interviewing skills. Supervisory and training skills.

**Accountability:** (how this position is held accountable for such as goals achievement, budget adherence, or other areas of accountability): Must demonstrate excellent organizational ability, communication skills, computer skills, supervisory skills, and knowledge of statistical analysis and research methodology.

**Complexity:** (describe planning, problem solving, decision making, creative activity, or other special factors inherent in the responsibilities of this position): Overall responsibility for coordinating research study according to design and timeliness. Designs, develops, and coordinates study protocols, manuals and training materials.

**SALARY RANGE:** \$44,000-\$77,000

Please send resume to: [Valerie.solli@yale.edu](mailto:Valerie.solli@yale.edu) for consideration.