

## Clinical Research Coordinator II

Dr. Crystal Chapman Lambert and Dr. Pariya Wheeler

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### General Information

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<b>Job Title:</b>	Clinical Research Coordinator II
<b>Job Code:</b>	R010052
<b>Job Family:</b>	R01-Research
<b>Grade:</b>	W.G345
<b>FLSA Status:</b>	Exempt
<b>Job Role:</b>	Individual Contributor
<b>Typically Reports To:</b>	Manager
<b>Remote/Hybrid Eligible:</b>	Hybrid
<b>Approval Date:</b>	07/28/2022
<b>Last Modified Date:</b>	07/28/2022

### Mission, Vision & Values

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UAB serves students, patients, the community and the global need for discovery, knowledge dissemination, education, creativity and the application of groundbreaking solutions. We are a leader among comprehensive public urban research universities with academic medical centers.

We expect all employees to adhere to our shared values of **Integrity, Respect, Diversity and inclusiveness, Collaboration, Excellence and achievement, Stewardship, and Accountability.**

UAB's Vision, Mission & Shared Values can be found here: <https://www.uab.edu/plan/the-plan/mission-vision-shared-values/>

### General Responsibilities

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The Clinical Research Coordinator will report to and support the Principal Investigators (PIs) on behavioral studies among people with HIV. The position will require a high degree of independence and organizational skills. The primary responsibilities of the CRC II will include study coordination, communicating with members of the research team and participants, screening potential participants, maintaining accrual records, collecting data, performing tasks outlined in the study protocol, and compliance with research regulatory guidelines.

### Key Duties & Responsibilities

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1. Coordinating daily activities and scheduling
2. Participating in research team meetings
3. Scheduling and rescheduling participants
4. Consenting and enrolling participants
5. Collecting interview and survey data
6. Coordinate with other project staff members and university employees
7. Process and track participant incentives

8. Data entry, cleaning, and coding
9. Ensure consistent adherence to the study protocol.
10. Track and report deviations from the study protocol
11. Assist in preparing, editing, and submitting research-related publications and presentations.
12. Performs other related duties as directed to support the missions of the School of Nursing.

### **Minimum Requirements**

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Bachelor's degree in a related field and three (3) years of related experience required. Work experience may not substitute for education requirement. A master's degree is preferred. The position requires previous research experience. This position also requires proficiency with Microsoft Office software (Word, Excel, PowerPoint, Access, Outlook) and other software (REDCap, Qualtrics, and citation management software), editing experience, and the ability to construct tables, graphs, and charts.

The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. CITI IRB training will be required upon hire. Well-developed communication, interpersonal, and organizational skills are required. All duties will be conducted in accordance with federal guidelines for the conduct of research with human subjects. The individual must adhere to all SON & UAB policies and procedures, including but not limited to all FERPA and HIPAA regulations. The individual must be able to work independently and within a team environment.

### **Disclaimer**

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**Please Note:** The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee as necessitated by business demands. This job description does not constitute a contract of employment or otherwise limit UAB's employment-at-will rights at any time. Employees are expected to comply with all UAB policies and procedures during their employment.