

POSITION NUMBER: TBD

UF CLASSIFICATION: Research Coordinator I [The official title will be determined based on position description and UFHR guidelines]

WORKING TITLE: Research Coordinator I [This title will appear on the job board and can be changed to suit your needs, though it can be the same. This cannot be another official UF title i.e. Director, Assistant Director, etc.]

DEPARTMENT: Clinical and Health Psychology

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

The incumbent will perform a variety of clinical research tasks as a study coordinator for ongoing studies in the [name of focus area, Center, etc.] within the Department of Clinical and Health Psychology.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

40% Conduct study visits according to the study protocol. Act as liaison for study participants for purposes of study recruitment, scheduling study sessions, managing human subject payments, and related issues.

40% Coordinate day to day activities and ensure the compliance of specific research studies. Contact and schedule research participants. Track all study-related activities. Develop and submit IRB documents as necessary. Work closely with study Principal Investigators to determine study participant eligibility and follow-up on any participant adverse events (AEs) and serious adverse events (SAEs). Issue study documents as necessary, create and maintain source documents. Ensure that the study documents are properly organized, manage study data.

10% Serve as a back-up for: master research participant schedule coordination, notification of necessary parties, greeting and check-in/check-out participants. May make reminder calls to study participants. Update participant tracking logs as needed. May obtain quotes for equipment and place orders. Monitor levels of lab supplies and notify necessary parties when levels are low. May perform phone screening and documentation, data entry and IRB related clerical duties. May also assist with grant writing, manuscript preparation, and data analysis on an as-needed basis.

5 % Assist with training new hires and volunteers in research-related activities.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

5% - Perform other duties as assigned.

SUPERVISION

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

Received – Will be supervised by the Principal Investigator but is expected to function independently.
Given – None

NORMAL WORK SCHEDULE

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

Monday – Friday 8:00 – 5:00pm

Include regular schedule as well as any expectation of overtime or work outside of typical business hours. Example: Additional hours possible as needed during peak times and for special projects.

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications: This section is determined by Position Title and cannot be changed by the Department.

Bachelor's degree in an appropriate area; or an equivalent combination of education and experience.

Preferred Qualifications:

This is where you may list specific examples of the types of work experience or proficiencies that you are seeking in a preferred candidate. For example, you could list familiarity with certain protocol, software, testing, RedCAP. Experience working with specific populations, research area, certain type of grant, etc.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.

- THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.
- THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.
- THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

OTHER CHARACTERISTICS OF THE POSITION

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

N/A

POLICY MAKING AND/OR INTERPRETATION.

This position requires the individual to review guidelines for the grant and provide interpretation of grant rules/regulations to the PI.

PROGRAM DIRECTION AND DEVELOPMENT.

This position will involve providing the PI with input and feedback regarding the development and implementation his/her ongoing program of research.

COMMUNICATION

Statement of internal and external business contact, including frequency and scope.

This position is required to work with **[sponsoring agencies, peer institutions, vendors, University**

officials etc. on a daily basis both in written and verbal formats.]

MONETARY RESPONSIBILITY.

Amount and consequence of error.

Example: Monitor spending, Human Subject Payments, etc.

STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

Must be HIPAA compliant by day of hire and renewed annually.

CREATIVITY, STRATEGY AND LEADERSHIP.

N/A