Job Information

Department: Medicine
Campus and Location: Weiler Campus
Position Title: Study Coordinator (Exempt)
Reports To: Principal Investigator (Elina Jerschow, M.D.)
Date Prepared: April 19, 2019
Date Approved:
FLSA (HR use only): Exempt
Level (HR use only):

Position Summary

The Study Coordinator manages research project activities, while ensuring the quality and integrity of data collection. The Study Coordinator will help with translational study (involving both clinical and bench science): Patient-Reported Outcomes in Aspirin Exacerbated Respiratory Disease and Allergic Aspirin-Tolerant Asthma. This position is funded by the Department of Medicine for 2 years.

List of Responsibilities

1. Work with the study Principal Investigators to develop the study protocol and protocol amendments for the IRB as needed.
2. Arrange meetings with study site medical directors and nursing staff, develop meeting agendas, slide presentations, and facilitate meetings.
3. Conduct literature searches and write literature reviews.
4. Assist with the preparation of conference abstracts, oral presentations and poster presentations and participate in the development of manuscripts for publication.
5. Track participants throughout the study and help manage the tracking database.
6. Enter study-related data, check data for accuracy, and assist with data analyses
7. Meet regularly with the study Principal Investigator to review the study’s progress.
8. Review work product to ensure study protocol is followed as written and approved by the Montefiore-Einstein IRB.
9. Collect tissue samples from surgery sites and deliver them to Forshheimer lab
10. Assist postdoc with processing laboratory samples
11. Assist with laboratory sample collection and storage arrangements
12. Assist in recruitment of clinical trials subjects, maintaining them in clinical trials
13. Assist in preparing and electronic submissions all regulatory documents for clinical trials to IRB including applications for clinical trials, reviews, protocol deviations, and adverse events
14. Maintain regulatory binders and correspondence for clinical trials
15. Assist in preparation of abstracts and manuscripts
Other duties as assigned to this project or any other ongoing asthma research projects.

**Experience and Educational Background**

1. Bachelor’s Degree
2. Lab experience preferred or strong interest and motivation for working in an immunology lab under supervision of a postdoc

**Skills and Competencies**

1. Must be able to apply technology to solve problems. Proficiency in computer use, Microsoft, Excel, EndNote/Mendeley is required
2. Spanish knowledge is very advantageous (especially medical Spanish)
3. Outstanding judgment, initiative, and attention to detail are essential.
4. Can be relied upon to ensure that activities within areas of specific responsibility are completed in a timely manner and within budget
5. Outline project goals and timelines and reviews progress at defined intervals.
6. Ability to work well in a team setting and independently is essential.
7. Interest in publishing study results

**Scope of Responsibility**

Need to liaise with study participants and interact with PI and research staff on a daily basis.

**How to apply**

Send your cover letter, CV including prior research experience, and names/contact information of 3 references to Dr. Elina Jerschow at Elina.Jerschow@einstein.yu.edu