USC University of Southern California

Research Coordinator Supervisor
Job Description

JOB INFORMATION

Job Code:	135055
Job Title:	Research Coordinator Supervisor
FLSA Status:	Exempt
Supervisory:	
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	6 Supervisor

JOB SUMMARY

Supervises and coordinates all aspects of sponsor-initiated and investigator-initiated research studies including subject recruitment, data collection, scheduling of study-related assessments and follow-up of enrolled subjects, budget development and administration. Supervises staff and plans project operations based on proposed research activities and timelines. Provides leadership, guidance and direction related to research studies to investigators, research personnel and subjects, from initial protocol design to completion of study and close-out report.

JOB QUALIFICATIONS:

Education

Req	*Pref*	*Degree*	*Field of Study*	
X		Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X	Combined experience/education as substitute for minimum education

Work Experience

Req	*Pref*	*Work Experience*	*Experience Level*	
X		5 years		
	X	7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	*Pref*	*Functional Skills*
X		Certified research coordinator.
X		Administrative or research experience.
X		Knowledge of medical environment and terminology.
X		Knowledge and understanding of federal, state, and

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		institutional research regulations including Good Clinical Practices (GCP) and HIPPA regulations.
X		Budget control and development experience.
X		Proficient with MS Office applications.
X		Demonstrated effective communication and writing skills.
X		Ability to multi-task and prioritize.
X		Demonstrated ability to work as part of a team as well as independently.
X		Knowledge of Electronic Data Capture (EDC) systems and Clinical Trial Management Systems (CTMS).
	X	Demonstrated experience specific to specialty of the study.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises and coordinates all aspects of sponsor-initiated and investigator-initiated research studies including subject recruitment, data collection, scheduling of study-related assessments and follow-up of enrolled subjects, and budget development and administration. Plans and staffs project operations based on proposed research activities and timelines.				
Supervises staff engaged in sponsor-initiated and investigator-initiated research studies. Recruits screens, and hires staff. Performs performance evaluations and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Schedules assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and monitors progress on work assignments and special projects. Trains and demonstrates techniques or procedures to research coordinators.				
Oversees the planning, organizing and scheduling of assessments/tests to meet research objectives and study protocol compliance. Communicates with study team personnel to ensure study procedures are followed and performed as described in protocol. Serves as primary contact for subjects, study personnel, Institutional Review Board (IRB) and study sponsor.				
Develops and manages project budgets. Authorizes expenditures and monitors reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares and/or directs the preparation of financial reports as required. Directs ongoing purchasing activities for supplies and equipment including authorization of one-time major purchases under supervision of investigators. Researches new equipment purchases and develops recommendations for supervisor's consideration.				
Assists in recruiting subjects for studies and determines eligibility based on study criteria. Coordinates and monitors study participant activities to include recruitment, screening, orientation and correspondence. Schedules subject appointments, tests, and procedures coordinating with external providers as needed. Produces reports, correspondence and other materials, as needed.				
Has responsibility for overseeing data collection for research studies following established data collection and management procedures. Oversees collection, recording, entering and preparation of data for analysis. Performs basic and moderately complex study analysis under the direction of Principal Investigator. Oversees the collections of pertinent information from study participants through interviews, administration of tests or surveys or questionnaires, medical records review, or other collection procedures.				
Organizes and prepares grant proposals. Works with investigators to develop research proposals. Interfaces with funding agencies to exchange information.				
Oversees and ensures maintenance of accurate, complete and timely records, including consent forms, source documents, case report forms, protocol documents, and regulatory documents, as required by sponsor and institutional guidelines.				
Supervises the preparation and coordination of the submission of timely, accurate, and complete documentation of study continuing review and study amendments to				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Institutional Review Board (IRB). Assists investigators with reportable events submission to IRB.				
Oversees preparation of study documents such as informed consent, recruitment script, and other materials. Assists with preparation of proposal, protocol, case report forms and progress notes, as needed. Ensures consent process is performed and Assists investigators with reportable events submission to IRB.				
Provides ongoing education to study subjects about clinical trials and significant new information that may affect a subject's willingness to participate in a study, when needed. Evaluates subject compliance and promotes compliance through education. Provides in-service classes for nurses, pharmacists and others regarding the study and/or investigational product.				
Oversees preparation of study site for monitor visit and external/internal audits. Provides timely response to queries from sponsor and/or auditors.				
Collaborates with pharmacist or materials management personnel to maintain accurate accountability of investigational product and specimens.				
Oversees coordination of sample collection, processing and shipment for each study.				
Oversees maintenance of automated databases and other records for reporting and compliance purposes. Generates reports and analysis of data according to project schedules or on an ad hoc basis. Provides guidance and direction to research coordinators in these efforts.				
Arranges and attends meetings, seminars, symposia and other events related to project efforts. May make presentations. Participates in educational opportunities to increase knowledge about clinical trials, regulations and guidance. Keeps current with with federal, state, and institutional regulations and best practices.				
Ensures the Completes Research Order Form (ROF) for each subject visit is prepared and submission of subject enrollment documentation is submitted, as required.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

Essential:	*Emergency Response/Recovery*	*Essential:*	*Mandated Reporter*
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	*Essential:*
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.