UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, CPRC/Assessment

DIVISION: Academic Affairs (A & S: Cancer Prevention Research Center)

REPORTS TO: Principal Investigator, CPRC

GRADE: 8

SUPERVISES: Research Assistants, Clerical Support Staff, Graduate/Undergraduate Student Workers

BASIC FUNCTION:

Assist the Project Director/PI in the day-to-day administrative and operational functions of behavior change science research project(s) that are conducted within criminal justice/legal settings. Responsible for project oversight in the absence of the Project Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform data management responsibilities on million dollar grant(s), including the following:

- Review assessment data to ensure quality collection and accuracy.
- Maintain all project database(s) in order to track daily progress and treatment implementation.
- Conduct frequencies on data to ensure quality, and efficient, consistent data collection.
- Create, maintain and monitor all data entry logs to ensure timely, accurate, and consistent data entry.
- Upload, review, and clean all baseline laptop assessments to prepare for analysis.
- Assist in creating scientific reports designed to disseminate information regarding project status and change including, but not limited to, recruitment and retention rates, inclusion enrollment, screening outcomes, and changes submitted to the IRB.
- Collaborate with the data management personnel locally and abroad to ensure project-related data are compiled appropriately and regularly for analysis and interpretation by project investigators.
- Create procedures for the use of electronic data systems and data tracking systems.
Financial responsibilities include:

- Manage, allocate, and track finances.
- Reconcile financial progress on a quarterly basis, and ensure timely and accurate financial reporting.

In addition:

- Supervise research assistants and treatment providers with regard to data management.
- Oversee the Research Assistants including, but not limited to, scheduling follow-ups, creating assessment and treatment files, literature searches, website design, etc.
- Supervise and oversee activities of students employed on the project, and collaborate with the Project Director in the hiring of student employees.
- Conduct weekly staff meetings with all staff to discuss potential issues, to delegate tasks, and to problem solve.
- Train new staff on scientific protocols pertaining to project procedures, documentation, assessments, and data collection and entry.
- Catalog project recordings and conduct/oversee coding of reliabilities on recordings. Maintain the documentation and file reports for all reliability coding.
- Assist the Project Director in updating Clinical Trials documentation for all projects as needed.
- Assist in completing all annual reviews (including URI, NIAAA, NIDA, RITS as applicable).
- Participate in the preparation of conference presentations.

OTHER DUTIES AND RESPONSIBILITIES:

- Attend meetings and trainings with behavioral science researchers at both URI and off-campus.
- Help prepare and support grant submissions.
- Interface with other grant-related entities to support research.
- Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, spreadsheet, and graphic arts software; SPSS, Filemaker Pro, Excel, Microsoft Access, and Cardiff Teleform programs; equipment for biological sampling.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

REQUIRED: Master's degree in psychology or related field with experience in research and/or clinical settings, OR a Bachelor’s degree in psychology or a related field with three years of experience in conducting research assessments for behavior change science research projects; experience working in a complex administrative support position with responsibility for budgets and program support functions, preferably in an educational, health, philanthropic, or social service environment; demonstrated knowledge of research methods; demonstrated proficiency in computing, including word processing, spreadsheet and database management; demonstrated ability to handle details accurately, and to plan for and lead work on a variety of projects; demonstrated strong analytical and interpersonal skills and ability to communicate effectively both orally and in writing; demonstrated experience in working with diverse groups; experience organizing, coordinating and supervising support staff; experience in preparing conference presentations.

PREFERRED: Experience with data analysis, grant submissions, and IRB protocol.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.