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Developed by:……… MC; SB
Reviewed by:…….... SG; DLJ
Approved by:……….…. AMC
Date:02/13; 8/14; 08/17; 05/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, CPRC/Project (Research)

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

REPORTS TO: Principal Investigator, CPRC

GRADE: 9

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. Assist in creating Baseline and 3-month follow-up laptop programs, including variable and feedback creation to be used on several projects.

Create syntax to pull data off laptop programs and prepare for analysis. Create syntax in SPSS for data analysis. Create variable names and value labels for all datasets.

Create Filemaker screening and tracking programs. Develop data collection measures for multiple grants and projects using Teleform, and create all Teleform scanner forms used in data collection, including developing variable names and validation conditions.

Ensure confidentiality on all grants with regard to de-identifying data and upholding scientific integrity.

Collaborate with others on the team to create new questionnaires for grants, including the scoring for the questionnaires. Assist in creating and updating all projects' consent/assent forms.

Network with local State agencies to ensure future program support/development.

Financial responsibilities include:

Manage, allocate, and track finances.

Reconcile financial progress on a quarterly basis and ensure timely and accurate financial reporting.

Work with the PI to close out grants that are ending.

Assist PI/Project Director/fiscal staff with budget development and forecasting.

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).

Assist in the completion of project reports as required by funding agencies and partners (e.g., BHDDH, SAMHSA, URI, NIH).

Perform descriptive and inferential statistical analyses on project data.

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.

Prepare staff evaluations as needed.

Create and oversee the creation of interactive data visualizations.

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, Cardiff Teleform programs, and Tableau; 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 minimum three years of experience in conducting research assessments for behavior change science research projects; Demonstrated 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 verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated analytical and organizational skills; Demonstrated supervisory experience; Demonstrated experience in preparing conference presentations; and, Demonstrated ability to work with diverse groups/populations.

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

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