



**CHARLESTON RESEARCH INSTITUTE POSITION #2011-032**

**Title:** Research Coordinator

**Classification:** Regular Full-Time (40 hours/week)

**Salary:** Negotiable

**Duties & Responsibilities:**

- Assist with all phases of data collection and entry
- Assist with subject recruitment
- Obtain informed consent
- Coordinate study assessments
- Implement other study procedures as described in the grant
- Responsible for project management and monitoring subject flow
- Assist with regulatory duties
- Responsible for development of data-bases, data analyses, and manuscript preparation.

**Supervision:**

- Reports directly to Principal Investigator

**Company Information:** The sole purpose of Charleston Research Institute is to advance the research mission of the Department of Veterans Affairs, and specifically the Ralph H. Johnson VA Medical Center, Charleston, South Carolina through the support of research-related activities.

**Qualifications and Hiring Criteria:**

Level of Education: B.A. or B.S.

Experience: Clinical research experience a plus

Fax signed and completed application with the position number to:

Charleston Research Institute

Attn: Executive Director

(843) 876-5384

*Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.*