



CHARLESTON RESEARCH INSTITUTE POSITION #2013-049

Title: Study Coordinator

Classification: Regular Part-Time (8-16 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 monitoring subject flow
- Assist with regulatory duties
- Data collection and transmission/correspondence
- Lab specimen collection
- Assistance with IRB and other regulatory activities

Supervision: Reports directly to Principal Investigator

Qualifications and Hiring Criteria: Level of Education: R.N.

Experience:

- Minimum 4 years research experience
- Knowledge of MS Office Products (Excel, Word, Power Point, Access and Outlook) required
- Must be able to work independently

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.

Fax signed and completed application with the position number, declaration for federal employment, and WOC appointment request form to:

Charleston Research Institute

Attn: Executive Director

(843) 277-2285

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 by federal, state, or local laws.