

Research Coordinator – Examples of Duties and Qualifications

NOTE: This document does not replace the Professional Staff Position Description Form (PSPDF). It provides Researchers, Administrators and Managers with generalized examples of duties and qualifications typical of research coordinator positions. The PSPDF you submit for recruitment is expected to describe the duties and qualifications specific to the position.

Payroll Title Series	RESEARCH COORDINATOR	
Position Purpose	Working under the general direction of a Principal Investigator, provides overall coordination of a significant multi-funded and/or multi-site research project(s). Participates in developing research designs, data collection methods and strategies for data management. Coordinates multiple data collection efforts which may include other collaborating agencies or institutions. May recruit or oversee recruitment of human subjects, write and edit reports and manuscripts, develop and monitor reports and work with funding agencies.	
Sample of Typical Duties	<ul style="list-style-type: none"> • Collaborate with study personnel in the strategic planning of future external funding grants. • Integrate information from multiple sources to ensure that research proposals meet the necessary requirements of funding agencies. • Develops research protocols that clearly describe research objectives and procedures necessary to test the hypotheses of the research project. • Develop research designs, data collection methods and strategies for data management. • Design, create and revise research instruments as necessary to ensure quality data that correlates with research objectives. • Coordinates multiple data collection efforts for one or more research projects which may include other collaborating agencies or institutions. • Consult with co-investigators on appropriate management of participant problems and concerns. • Develop and manage interim reports for principal investigators, industry sponsors and institutional review board to ensure that each project is moving toward timely completion. • Liaison between the project team and funding agencies or significant parties. • Ensure that projects are executed successfully and completed within time frames to meet research objectives. • Write and edit technical reports and manuscripts for publication or presentation. • Assist in the recruitment, training and supervision of research staff. 	
Minimum Qualifications Specific Grade Level Assignment Is Dependant On The Complexities Of The Duties Performed And The Required Minimum Qualifications	Grade	Sample Education and Experience
	7	Bachelor's degree in relevant field of study and at least two years of related work experience OR the equivalent combination of education and experience
	8	Master's degree in relevant field of study and at least one year of related work experience OR the equivalent combination of education and experience
	9	Master's degree in relevant field of study and at least two to three years of related work experience OR the equivalent combination of education and experience
	10	Rarely used – would need exceptional qualifications and perform duties/responsibilities at the highest level.
Forms Required Used to establish Professional Staff Exemption, Grade and Overtime Status	<p>1) Professional Staff Position Description Form: <i>(Must include % of time spent in each duty)</i> http://www.washington.edu/admin/hr/forms/comp/prostaff/reviews/positiondescript.doc</p> <p>2) Research Activities Form: http://www.washington.edu/admin/hr/forms/comp/prostaff/reviews/research-activities.doc</p>	