

RESEARCH COORDINATOR

CLASS CONCEPTS:

Research Coordinator describes broad professional assignments responsible for the day to day operations for one or more research project(s) conducted in an academic department or its associated research unit. Positions coordinate research project activities, serving as liaison between the Principal Investigator and the research staff. Positions are typically supervised by the Principal Investigator(s) or Project Manager(s) with whom they work in a collaborative relationship on day to day operations to assist project group members to maximize productivity and to meet research project goals. Research Coordinators apply operational knowledge of the university organizational structure and associated functions in several areas: contracts and grants, human resources, financial services, accounting, information technology, and purchasing to assist project management in its conduct of research in accordance with university policies, procedures and standards. Research Coordinator positions are primarily funded from their associated research project(s).

Research Coordinators are NOT directly involved in research activities requiring the application of theories and principles of the discipline of the project, as are Research Associates and Research Scientists. Work, therefore, does not require knowledge specific to the discipline of the research, but it does require direct participation in and assignment to a specific research project(s).

Research Coordinator positions differ from Coordinator positions. Research Coordinators are project(s) specific and are broad assignments responsible for the administration of project activities. Most research projects do not have this type of position, however, a large research project, or a group of small research projects, may have one Research Coordinator position.

EXAMPLES OF WORK:

Assist in research proposal preparation.

Ensure compliance with and proper accounting of research funds from external agencies. Maintain or supervise the maintenance of accounting records. Develop and monitor budgets and prepare financial reports.

Organize conferences, courses, symposia, workshops, meetings and project field work, including travel, accommodations, programs and agenda.

Identify and procure project equipment and supplies. Establish and maintain inventory systems.

Create and monitor project record-keeping systems. Compile data and prepare reports.

Manage project human resources functions: determine staffing needs, salary, and skill sets. Develop job descriptions. Coordinate employee selection. Responsible for hiring, training and supervising administrative staff which supports group research.

Perform project outreach and marketing efforts.

Analyze and assess information technology needs; make recommendations to project management.

Contribute to the development, execution and reporting of scholarly data collection, maintenance and analysis.

Create materials for effective display of research findings.

Develop and maintain project website.

Synthesize research findings for proposals, scholarly manuscripts, conference papers and reports.

Interpret and apply principles, rules, regulations, policies, precedents or other guidelines specific to the assigned research project(s) and its sponsor to resolve problems, answer questions and provide information and advice on technical or administrative project issues.

Conduct surveys or studies related to project operations, analyze findings, make recommendations and develop work processes to meet project goals and timelines defined by the sponsor and project management.

Conduct literature searches. Proofread and edit technical papers and reports.

Serve as research project contact point with Office of Sponsored Programs, Dean's Office, university administrative offices, and sponsors.

QUALIFICATIONS:

Bachelor's degree in a field related to the responsibilities of the assignment, plus one (1) year of professional research project coordination experience related to the specific assignment.