Clinical Research Coordinator

The clinical research coordinator will provide support services for investigators in the Biomedical Engineering and Molecular Imaging Institute/the Department of Radiology.

Job Responsibilities

- Assists in preparing grant/protocol applications and documents (for e.g., Institutional Review Board, Grants and Contracts Office)
- Assists in the daily activities related to imaging research studies including but not limited to:
  - Screening participants for eligibility and scheduling patient appointments
  - Obtaining informed consent
  - Collecting and organizing of study information
  - Entering research and clinical trial data into databases
- Maintains source documents and subject files in accordance with hospital procedures and ensures accurate and complete compilation of subject data through chart reviews
- Secures, delivers and ships clinical specimens as required by the protocol
- Assists in the planning and logistical coordination of research meetings and office activities
- Prepares for monitoring visits
- Performs other related research and administrative duties

Job Qualifications

- Bachelor’s degree and/or prior related work experience
- Imaging research experience is a plus
- Knowledge of Microsoft Office
- Excellent written and verbal communication skills
- Excellent organizational and problem-solving skills
- Exceptional attention to detail and accuracy

Please send a current resume and letter of interest to Zahi A. Fayad, PhD
(zahi.fayad@mssm.edu)