COORDINATOR 3

Coordinator 3 is a Part Time or Full Time Non-Exempt Position

Education and Experience Requirements:

* Greater than 6 years of research experience and SoCRA Certification; or
* Greater than 5 years of research experience and a Bachelor Degree in a relevant area; or
* Greater than 5 years of research experience and an LVN; or
* Greater than 4 years of research experience and a Masters Degree in a relevant area; or
* Greater than 3 years of research experience and a Ph.D. in a relevant area

Certification may count as one-year experience.

Experience with Microsoft Office and research data base products required.

Responsibilities: The position of Coordinator 3 may serve as the lead coordinator on one or more studies of relatively high complexity. The coordinator 3 reports to a Principle Investigator and works with minimal supervision. This position may be supervised by an Senior Coordinator 1 or above. The position of Coordinator 3 may supervise the duties of Research Assistant, and lower level coordinators. A Coordinator 3 will consistently exhibit behavior and communication skills that demonstrate DVARC’s commitment to superior customer service and dedication to the care of our veterans.

Supervised by: VANTHCS Principle Investigator and may be supervised by, as necessary, Senior Coordinators.

Duties: In addition to the knowledge of the duties of a Research Assistant, Coordinator 1, and Coordinator 2, a Coordinator 3 may have the following duties:

1. May perform procedures on “High risk” projects if demonstrated experience and appropriately trained by investigator.
2. Perform more difficult scientific and medical research work in science area such as biology, chemistry, physics, or other related scientific field.
3. Record and evaluate data obtained from work assignments for use in scientific papers.
4. Collaborate with supervisor or other research personnel in preparation of scientific papers for publication.
5. Read literature and confers with supervisor concerning procedures and implementation.
6. Collect and organizes research data for project reports.
7. May plan for, and provide working supervision to work of staff of lower grade.