Clinical Research Coordinator – Body MRI

The clinical research coordinator will provide support services for investigators in the body MRI research group in the Biomedical Engineering and Molecular Imaging Institute/ the Department of Radiology. He/she will work under general supervision with all levels of management but is also trusted to work with minimal supervision.

Job Responsibilities

- Serves as an intermediary between the supervisor and other teams by transmitting written and oral requests, messages and instructions
- Assists in the planning and logistical coordination of research meetings and office activities
- Assists in the daily activities related to clinical research studies and the set-up of new cancer imaging projects including but not limited to:
  - Answering phone calls
  - Screening participants for eligibility and scheduling patient appointments
  - Obtaining informed consent
  - Collecting and organizing of study information
  - Entering research and clinical trial data into trial databases
- Maintains source documents and subject files in accordance with hospital procedures and ensures accurate and complete compilation of subject data through chart reviews
- Assists in preparing grant/protocol applications and documents (for e.g., Institutional Review Board, Grants and Contracts Office)
- Secures, delivers and ships clinical specimens as required by the protocol
- Prepares for monitoring visits
- Performs other related research and administrative duties
- Cross cover for the Program Coordinator and Clinical Research Manager as needed

Job Qualifications

- Bachelor's degree and/or prior related work experience
- 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, as well as 3 references to Sara Lewis, MD (sara.lewis@moundsinai.org) and Octavia Bane, PhD (octavia.bane@moundsinai.org).