POSITION DESCRIPTION

For the Period

NAME:

TITLE: Research Project Coordinator

DEPARTMENT/DIVISION: Population Science and Policy **FLSA:** Exempt

The Department of Population Science and Policy (PSP) at Southern Illinois University School of Medicine (SIU SOM) is broadly defined as a research and policy organization dedicated to improving the health outcomes of the residents of central and southern Illinois. PSP seeks to understand the region SIU SOM serves, designs and studies optimal approaches to the prevention and treatment of disease, models and disseminates these interventions, and educates future health care providers on the importance of population health to the patients they serve.

PSP focuses on four major themes: 1) data acquisition and analysis to identify disease risk, 2) clinical and community focused population health strategies that reduce health disparities, 3) systems based policy formation that provides sustainable solutions, and 4) the population health education of current and future health care professionals.

PSP uses its research, scholarship, and innovation to design, implement, study, and model solutions to our region's health challenges. Our research guides policy, and our distinguished faculty advise hospital and clinical systems, government, educators, and industry on the best means to improve population health. PSP connects faculty from SIU School of Medicine to affiliated institutions, agencies, and philanthropy who are interested in population sciences research and policy formation. The Department seeks and promotes collaborations with various sectors of society to bridge knowledge gaps, share methodological expertise, and stimulate translational science.

PSP's ultimate goal is providing opportunities for healthier, happier, and more successful lives for the residents of central and southern Illinois.

POSITION FUNCTION:

The primary function of this position is to provide operational support for social innovation, education, research and policy integration efforts for the Department of Population Science and Policy. This individual will be responsible for coordinating and facilitating varied community based population science and policy projects under the direction of the Senior Research Project Coordinator of PSP, with input from the Chair and Division Chiefs. Duties may include participating in research strategic planning and development; protocol development; abstract and manuscript development; grant development and submission; data review and analysis; support, guidance, and oversight on population science and policy activities. This position requires a strong understanding of the scientific research process and the regulatory policies and guidelines that govern human subject research.

ORGANIZATIONAL RELATIONSHIP

This position will report to the Senior Research Project Coordinator, who in turn, reports to the Assistant to the Chair, who in turn, reports to the Chair, Department of Population Science and Policy.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

TIME COMMITMENT

I. Research:

85%

A. Coordinates and manages Epidemiology and Biostatistics, Human and Community Development and Health System Science projects covering local, statewide and national sectors, with various funding sources including community grants, public foundations, state organizations, private hospitals and school districts, government and federal agencies.

B. Develops, or assists with development of, policy initiatives, social innovations, community focused projects and science research.

C. Reports on and identifies best practices in population health, population science, social innovation, health advocacy, and policy initiatives.

D. Serves as lead coordinator on designated projects with PSP core or affiliated faculty.

E. Interprets and monitors news articles and legislative action relating to health at the local, state and federal level and provides pertinent community and legislative alerts. Reviews state and federal legislation and agency regulation to determine impact on health, community, SIU Medicine and our affiliates; impact on medical student education or other select groups as identified by leadership.

F. Provides updates on information regarding health and healthcare policy, demographic, political, social and economic status of rural counties in the mission area.

G. Analyzes research project information, articles, policies, relevant community and health policy data. Reports results to principals, informs on relevant impacts.

H. Assists with preparation of white papers, policy briefs, presentations on health and related issues.

I. Assists with planning rural health convenings, caucuses, events, community meetings, gatherings to discuss issues impacting rural health.

J. Assists with PSP marketing and communication strategies including creating social media content, newsletter content editing and distribution, website updates and enhancements.

K. Creates marketing and promotional materials for assigned projects (brochures, fliers, posters).

L. Reviews and monitors project budget, expenses, personnel needs and available funding. May serve as fiscal officer delegate for designated projects.

M. Reviews funding opportunity announcements. Assists with preparation and development of grant and contract proposal content, budgets, personnel plans.

N. Assists with internal and external grant application development and submission. Assists with guiding faculty and staff through grant application preparation, development, writing and support.

O. Assists with design, development and oversight of research protocol and project preparation including completing literature reviews, budget preparation, budget justifications, IRB submission, project design and development.

P. Assists with the preparation of abstracts, issue briefs, web materials, memoranda, manuscripts, posters, and presentations of completed research studies. Assists with preparation and submission of project abstracts and manuscripts for presentations.

Q. Participates in development of study focus groups, teaching and learning workshops, community events, project meetings, under supervision from designated principal.

R. Analyzes and reviews research data collected as a result of focus groups, surveys, data collection forms. Prepares grant reports and research summaries. Assists with basic data analysis needs.

S. Maintains supplies for research studies, community projects, interventions.

T. Serves as a liaison to sponsors to coordinate and schedule meetings, brainstorming sessions, training events.
U. Designs and creates reports, graphs, maps, charts, for research sponsors and projects.
V. Develops and participates in project presentations at local, statewide conferences.
W. Prepares quarterly, annual and as-needed progress reports for PSP senior leadership, research project sponsors.
X. Provides informed research support to PSP faculty and research staff.
Y. Develops and maintains a positive working relationship within the PSP, outside departments, hospital personnel, and outside agencies.
Z. Attends mandatory PSP and School of Medicine-required meetings, and other work-related educational programs.
AA. May perform miscellaneous job-related duties as assigned.

II: Administrative Responsibilities:
10%

A. Conduct administrative activities as appropriate when requested by the Chair and Division Chief and/or their designate.
B. Participates in collecting, verifying, and maintain data on PSP research activities within research programs and/or departments; prepares associated reports, as directed or required.
C. May supervise lower level research and administrative support staff.
D. Responsible for understanding school and hospital policies and the rules and regulations governing human subjects research.
E. Act as liaison between the PSP and collaborating organizations.

III. Teaching:
5%

A. Assists in producing and providing educational content and related materials to interested stakeholders including SIU faculty and staff, community leaders, and corporate leadership on the health needs and challenges of our region.
B. May instruct other personnel (i.e., technicians, residents, medical students, nurses, investigators) in protocol requirements and/or research methods as needed.
C. May supervise, with support of project faculty mentors, undergraduate interns and medical students participating in research activities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

MINIMUM QUALIFICATIONS:

1. Graduate of an accredited college with a minimum of a Bachelor's Degree with 3 years' research experience, with a successful and progressive history of increasing research related and administrative responsibility or Master's Degree with 1 years' research experience, with a successful and progressive history of increasing research related and administrative responsibility.
2. Computer skills to include proficiency with MS Office (Access, Word, Excel, and PowerPoint).
3. Must have interpersonal skills necessary to maintain cooperative working relationships with employees,

students, residents, faculty, and other research staff.

4. Sensitive to the needs of underrepresented minority populations.

DESIRED QUALIFICATIONS:

Master's Degree in area relevant to the position.

AUTHORITY AND RESPONSIBLITY:

This position does not have authority for personnel hiring, termination or salary determinations, disciplinary actions; and has no inherent budget authority. The individual will need to seek fiscal officer approval as needed for purchases, travel, etc. This individual will work independently with a high degree of skill to perform position.

WORKING CONDITIONS/PHYSICAL DEMANDS:

See attached Physical and Environmental Requirements form.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:

Participates in meetings, trainings and other environmental, health and safety activities required by SIU School of Medicine.

_____

Date

Research Project Coordinator
Population Science and Policy

_____

Allison Spenner, MS Date
Senior Research Project Coordinator
Population Science and Policy

_____

Sameer Vohra, MD, JD, MA, FAAP Date
Chair, Population Science and Policy
Associate Professor of Pediatrics, Medical Humanities and Law

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Research Project Coordinator**

Position No. (If applicable): _____ Department: **Population Science and Policy-SMS**

WORK ENVIRONMENT: ***(Check all applicable environments)***

☒ **Office**	☐ **Hospital**
☐ **Clinic**	☐ **Warehouse**
☐ **Research Laboratory**	☐ **Outdoors**
☐ **Other (Be Specific):**	

PHYSICAL DEMANDS: (Indicate frequency of activity during performance of position duties)	Seldom (Performed rarely less than 2% of the time)	Occasionally (Performed less than 25% of the time)	Frequently (Performed 26% to 50% of the time)	Constantly (Performed 51% or most of the time)	N/A
(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)					
Reading	○	○	○	◉	○
Writing	○	○	◉	○	○
Speaking	○	○	○	◉	○
Close visual acuity	○	○	◉	○	○
Travel	○	◉	○	○	○
Hearing - Conversation	○	○	○	◉	○
Hearing - Other Sounds	○	○	○	◉	○
Stooping	◉	○	○	○	○
Squatting	◉	○	○	○	○
Gross hand manipulation	○	○	◉	○	○
Fine hand manipulation	○	○	◉	○	○
Working in dust, fumes, gases, or irritants	○	○	○	○	◉
Working at heights	○	○	○	○	◉
Working in extreme cold, heat and/or humidity	○	○	○	○	◉
Working in close quarters	○	○	○	○	◉
Climbing	◉	○	○	○	○
Operating motor vehicles	◉	○	○	○	○
Sitting	○	○	○	◉	○
Standing	○	◉	○	○	○
Walking	○	◉	○	○	○
Working above shoulder level	◉	○	○	○	○
Twisting	◉	○	○	○	○
Kneeling	◉	○	○	○	○
Pushing or pulling	**10 - 20 lbs.**				○
Carrying	**10 - 20 lbs.**				○
Lifting	**10 - 20 lbs.**				○
Other (Please list): _____	○	○	○	○	○

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

_____ **Allison Spenner** _____

Supervisor Signature Date Supervisor Name Employee Signature Date