

<b>Job Title</b>	Patient Recruitment Coordinator
<b>Employer/ Agency</b>	Baylor College of Medicine
<b>Job Description</b>	<p><b>JOB SUMMARY</b> Coordinates overall daily recruitment activities of current and upcoming Research Studies which includes recruiting, screening, and enrolling study participants.</p> <p><b>ESSENTIAL FUNCTIONS AND DUTIES</b></p> <ul style="list-style-type: none"> <li>•Attend community and health events identifying study participants and inviting them to participate in research projects.</li> <li>•Interview, screen and recruit patients for study. Explains process and procedures to educate participant regarding the research study.</li> <li>•Collects patient information. Process, document and enter information into a database.</li> <li>•Maintains Research Study database.</li> <li>•May correspond with patient throughout study.</li> <li>•May schedule research participant for tests and procedures, such as laboratory tests, x-rays, and other studies specific for the research protocol.</li> <li>•May perform other administrative tasks such as copying, filing, and distributing incoming/outgoing mail.</li> <li>•Performs other job related duties as assigned.</li> </ul> <p>Working Conditions and Occupational Risks: Work is located in busy patient clinics, hospitals, office areas, and/or laboratories where there are potential exposures to blood borne pathogens (blood &amp;/or other potentially infectious materials), drugs, chemicals, radiation, and physical hazards. Patient interaction and interaction with other employees is required.</p> <p>Physical Requirements:</p> <ul style="list-style-type: none"> <li>•Rarely required to exert physical effort.</li> </ul>
<b>Qualifications</b>	<p><b>MINIMUM QUALIFICATIONS</b></p> <p>Education:</p> <ul style="list-style-type: none"> <li>•Required: High School Diploma or GED.</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>•Required: None Required.</li> <li>•Preferred: Previous experience in customer service, research or clinical setting.</li> </ul> <p>Certification/Licenses/ Registration:</p> <ul style="list-style-type: none"> <li>•None required</li> </ul> <p><b>OTHER</b></p> <p>Skills:</p> <ul style="list-style-type: none"> <li>•Customer Service</li> </ul>

	Supervision: •Not normally required to supervise others. Customer Service: •Takes routine or required customer actions to meet customer's needs. Responds promptly and accurately to customer's complaints, inquiries, and requests for information and coordinators appropriate follow up.
<b>Salary/Hours</b>	Full Time (40 hrs/wk), Salary Range: \$31,500 to \$36,000
<b>Employer/Agency</b>	Baylor College of Medicine
<b>Address</b>	8111 Lawn Street
<b>City, State, Zip</b>	Houston, TX, 77088
<b>Contact Person</b>	David McBride III
<b>Contact Title</b>	Project Coordinator
<b>Telephone Number</b>	281.224.8876
<b>Email Address</b>	<a href="mailto:David.mcbride@bcm.edu">David.mcbride@bcm.edu</a>
<b>Application Method</b>	Online: <a href="https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=BCM&amp;cws=1&amp;rid=16799">https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=BCM&amp;cws=1&amp;rid=16799</a>
<b>Opening Date</b>	7/9/2018

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