

Job Title	Research Coordinator
Employer/ Agency	Texas Children's Cancer and Hematology Centers
Job Description	<p>To support the Bear Necessities grant focusing on patient/family education initiative including but not limited to Beyond Diagnosis. This position will work closely with a Project Coordinator including sharing work space.</p> <ul style="list-style-type: none">• Performs literature searches and prepares literature reviews• Collects and enters data into database (inventory)• Maintains database and inventory of patient/family education libraries throughout the hospitals• Orders supplies and equipment (i.e. patient and family education resources)
Qualifications	<p>Required: High school/GED Preferred: Bachelor's degree in a healthcare related field</p> <p>Required: Minimum of 3 years of experience in a research, healthcare setting if candidate does not have a bachelor's degree. No experience required with Bachelor's degree. Preferred: Experience working in a healthcare setting, literature reviews, literature synthesis, and data entry</p>
Salary/Hours	Salary Range: \$12,483 - \$16,084; approximately 15-19 hours per week, with emphasis placed on Tuesday, Wednesday and Thursday mornings.
Address	Texas Medical Center, Houston
Contact Person	Michelle Fritsch, LMSW-ACP
Email Address	mxfritsc@texaschildrenshospital.org
Application Method	Apply online: https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=BCM&cws=1&rid=14466
Opening Date	Immediate

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