**Job Title** | Senior Research Coordinator  
**Employer/ Agency** | Baylor College of Medicine – Psychiatry and Behavioral Sciences  
**Job Description** | Coordinates day-to-day activities of a care delivery and coordination grant awarded by the federal government. Ensures accurate data collection, documentation, organization of the operations involved in the grant.  
Job Duties  
- Manages the daily operations of the SAMHSA grant pertaining to patient information records, and regulatory documents for the research study and clinical care.  
- Collects patient information; processes documents and enters information into a SPARS database as well as assist in maintaining the IRB procedures and processes.  
- Communicates with IRB regarding submissions and renewals.  
- Schedules and organizes necessary regulatory meetings as outlined by the grant.  
- Works closely with teams involved in the grant on the local, state, and federal level.  
- Maintains regular communication with the City Grant Officer, and various agencies engaging in the grant goals and objectives.  
- Oversees implementation of project activities internal and external coordinate event conferences.  
- Screens, and consents patients.  
- Creates and monitors timelines for project compliances.  
- Coordinates and liaisons between Baylor, TCH, and Ben Taub SAMHSA sites.  
- Orders supplies and equipment. May supervise other staff and will work closely with local and federal officials to ensure success in achieving grant goals.  
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**Qualifications**  
- Bachelor's degree in a Basic Science or related field. Four years of related experience may substitute for degree requirement.  
- Five years of relevant experience.  
**Preferred Qualifications**  
- Bilingual  
- Experience with HIPAA compliance.  
- Experience with data management in an academic or healthcare setting.  
**Salary/Hours** | Monday-Friday, 8:00am-5:00pm  
| $50,251-$65,000  
**Employer/Agency** | Baylor College of Medicine – Psychiatry and Behavioral Sciences  
**City, State, Zip** | Houston, TX  
**Application Method** | [https://jobs.bcm.edu/job/Houston-Senior-Research-Coordinator-Texas/696855000/](https://jobs.bcm.edu/job/Houston-Senior-Research-Coordinator-Texas/696855000/)  
**Opening Date** | Immediate  

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.