## Job Title
Research Coordinator III

## Employer/ Agency
Texas Medical Center, 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. May supervise other staff and will work closely with local and federal officials to ensure success in achieving grant goals.

- Will manage the daily operations of the grant such as regular communication with the City Grant Officer, meetings with various agencies engaged in the grant goals and objectives.
- Collects patient information; processes documents and enters information into a SPARS database as well as assist in maintaining the IRB procedures and processes.
- Maintains records and regulatory documents and records for research studies and clinical care.
- 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
- Orders supplies and equipment.

## Qualifications
**Required:** Bachelor’s degree in related field. Four years of related experience may substitute for degree requirement. 2 years of relevant experience.

## Salary/Hours
$40,785-$60,000

## Employer/Agency
Texas Medical Center, Psychiatry and Behavioral Sciences

## City, State, Zip
Houston, TX

## Application Method
To apply: https://jobs.bcm.edu/job/Houston-Research-Coordinator-III-Texas/626513200/?locale=en_US

## Opening Date
Immediate