

<b>Job Title</b>	Research Coordinator I (Part-Time)
<b>Employer/ Agency</b>	Baylor College of Medicine (Center for Innovation in Quality, Effectiveness and Safety)
<b>Job Description</b>	<p><b>Summary</b></p> <p>This position is for 15-20 hours per week and is located within IQuEST, the Center for Innovation in Quality, Effectiveness and Safety. We are the largest center for Health Services Research within the Southwest. We conduct high-quality scientific research that improves the health of patients across the nation, by helping to ensure the patient-centered delivery of scientific discoveries. We are seeking a talented individual for a part-time position for supporting projects focused on improving diagnostic safety and healthcare disparities through community engagement. Job duties involve coordinating day-to-day activities of research protocols which include local community engagement and recruiting, enrollment, and monitoring of research participants. This role ensures accurate data collection, documentation, organization and safety of research participants.</p> <p><b>Job Duties</b></p> <ul style="list-style-type: none"> <li>• Interviews/administers surveys, screens and recruits patients for studies; explains process and procedures to educate participant regarding the research study.</li> <li>• Liaises with community partners to recruit participants and attend community events.</li> <li>• Collects patient information; processes documents and enters information into a database.</li> <li>• Corresponds with patients throughout study.</li> <li>• Assists with daily administrative tasks like preparing study materials, photocopying, organizing and filing documents, mailing study materials, working with confidential files.</li> <li>• Assists with maintaining records and regulatory documents for research studies.</li> <li>• Conducts literature searches and summarizes information in an appropriate format for a particular study.</li> <li>• Documents and interprets results of experiments and reports to principal investigators.</li> <li>• Facilitates preparation of reports, manuscripts and presentations for dissemination of research results.</li> </ul> <p>E-mail Dr. Traber Giardina with any questions (<a href="mailto:traberd@bcm.edu">traberd@bcm.edu</a>)</p>
<b>Qualifications</b>	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• High School diploma or GED</li> <li>• Three years of relevant experience</li> </ul> <p><b>Preferred Qualifications</b></p>

	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related field</li> <li>• Bilingual English/Spanish speaking</li> </ul>
<b>Salary/Hours</b>	\$28,710 - \$38,830
<b>Employer/Agency</b>	Baylor College of Medicine
<b>Address</b>	2450 Holcombe Blvd, Suite 01Y
<b>City, State, Zip</b>	Houston, TX 77021
<b>Contact Person</b>	Traber Giardina, PhD, MSW
<b>Contact Title</b>	Assistant Professor
<b>Email Address</b>	<a href="mailto:traberd@bcm.edu">traberd@bcm.edu</a>
<b>Application Method</b>	Apply online: <a href="https://jobs.bcm.edu/job/Houston-Research-Coordinator-I-Texa/775092600/?locale=en_US">https://jobs.bcm.edu/job/Houston-Research-Coordinator-I-Texa/775092600/?locale=en_US</a>
<b>Opening Date</b>	Immediate

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