RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Clinical Research Coordinator
PVN ID	CC-2504-006782
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	Biology
Status	Full Time
Annual Salary	$45,000.00 - $50,000.00
Hour(s) a Week	35
Closing Date	Jun 03, 2025 (Or Until Filled)

General Description

The Clinical Research Coordinator assists with participant management and data management on research/clinical studies. In this role, you will work closely with Memorial Sloan Kettering Cancer Center's Immigrant Health and Cancer Disparities (IHCD) and other participating institutions on data collection, entry and analysis and ensuring data quality and integrity throughout the life of the study, in compliance with all regulatory, institutional, and departmental requirements.

You Are:

- A good decision-maker, with proven success at making timely decisions that keep the organization moving forward
- Consistently achieving results, even under tough circumstances
- Able to hold yourself and others accountable in order to achieve goals and live up to commitments
- An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding
- Resilient in recovering from setbacks and skilled at finding detours around obstacles
- Flexible in your approach and demeanor in order to align with the shifting demands of evolving circumstances
- Interested in medical terminology and medical interpreting/translation
- Comfortable with or interested in working with and organizing large amounts of data

Other Duties

- Be responsible for data collection including utilizing appropriate methodologies to collect human subject information for a research project, database and/or protocol (clinical trial) by reviewing patient charts, existing databases, and other sources within a specified timeframe
- Obtain informed consent and administer assessment batteries

- Interact with team members and individuals across MSK regarding data input
- Generate data reports and deliver to all necessary parties on the progress of research project, database or protocol
- Ensure that all appropriate Institutional, State, and Federal regulations are followed throughout the research project, database or protocol, and that research protocols are approved by Institutional Review Board and all regulatory documentation is completed
- Provide clerical and administrative support, such as filing and scheduling meetings and appointments as needed

Qualifications

- Language requirement – Spanish (written and spoken required)
- A Bachelor's degree - OR - high school diploma with 2 years medical or research experience
- A genuine interest in working in health disparities research
- Excellent communication, attention to detail, information and time management, administrative and computer skills
- Preference will be given to candidates with former experience and/or training in medical interpreting