Senior Research Coordinator - Human Nutrition Research Center on Aging
Tufts University

Job Title	Senior Research Coordinator - Human Nutrition Research Center on Aging
Department	Jean Mayer USDA Human Nutrition Research Center on Aging
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Nutrition and Dietetics
Job Website	https://jobs.tufts.edu/jobs/20614?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The mission of the Jean Mayer USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is to promote healthy aging through nutrition science to empower people seeking to enjoy long, active, and independent lives. HNRCA investigators conduct the world's most advanced studies on nutrition and aging. The research focuses on determining the nutrient and physical activity requirements necessary to promote well-being for older adults. HNRCA scientists examine how nutrition and physical activity play a major role in the prevention of the major chronic degenerative conditions and diseases associated with aging.

The HNRCA’s human studies unit is a scientific core that supports and facilitates the clinical aspects of data and biological sample collection from volunteer human subjects. Unit staff provide nursing, dietary, participant engagement, and study management services, as well as expertise and services in dietary data collection methods, coding, data cleaning and management, and dietary data analysis.

What You'll Do

The HNRCA Senior Research Coordinator works with PIs and scientific core unit staff on the coordination and execution of multiple human study protocols related to nutrition and aging. S/he assists with various aspects of the study set up, study participant visits, and assorted study tasks during the active study, including randomization, outcome measures, interventions, and data collection, management, and quality control.

- Assist with overall planning, implementation, and coordination of study protocols being conducted in the MRU. Work as a liaison with other study coordinators working with HNRCA and Tufts research labs.
- Help coordinate study visits and interact with study participants to make sure all study visit procedures are completed as necessary. This includes assisting with study scheduling, consenting, escorting study participants, administration of questionnaires, taking study measurements, and completion of data collection forms.
- Coordinate the data entry of surveys and other data into research databases. Monitor data quality and completeness of surveys and data collection forms.
- Creates data collection forms in REDCap or other research databases to help with accurate, complete, and quality-controlled data collection for all MRU studies.
- Work with MRU Manager and Bioinformatics/Data Management Core to help MRU implement best practices for data collection, data management, quality control, and study closeout. Implement best practices and HNRCA policies for data sharing and data retention.
- Help ensure that research activities within the MRU are performed within Federal regulations and follow University policies. Communicate with PIs and MRU staff to make sure all necessary IRB

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materials are submitted and up-to-date. Serve as a liaison with the IRB to keep up with new forms, new requirements, policies, and audit guidelines.
- Work with the MRU's study coordination/volunteer services, nursing, and dietary services teams as needed to help with needs during high demand times. This includes recruitment, screening of study participants, explaining the research study to study participants and consent process, and assisting in the metabolic kitchen.
- Assist with training staff and students as necessary on study-related procedures and data collection methods. Work with MRU staff on standardized training protocols. Coordinate distribution and upkeep of common forms, common protocol and consent language, and common questionnaires and study procedures.

What We're Looking For

Basic Requirements:

- Bachelor's degree in Nutrition or other health-sciences field and 3+ years' experience in a research setting.
- Proficient with Microsoft Office software suite, email, web search.
- Strong data management skills including ability to handle and organize data from different sources. Experience with data management software programs.
- Completion of Human Subject Protection training through CITI within two weeks of hire (required prior to interacting with human subjects).
- Strong verbal and written communication skills. Interacts well with others.

Preferred Qualifications:

- Master's degree in nutrition-related or health sciences related field.
- Experience with REDCap or other research data collection databases.
- Experience working within IRB guidance and policies.
- Strong time management and organization skills.

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Pay Range

Minimum $21.80, Midpoint $25.95, Maximum $30.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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