

Research Coordinator - Human Nutrition Research Center
on Aging
Tufts University

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

Job Title	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	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Nutrition and Dietetics Health Sciences - General
Job Website	https://jobs.tufts.edu/jobs/20718?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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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.

What You'll Do

This is a grant funded position and is not eligible for severance pay.

The goal of this Research Coordinator position is to help coordinate all study-related activities at the HNRCA-based clinical center for the NIH Common Fund's Nutrition for Precision Health powered by the All of Us Research Program (NPH). Activities include working directly with study participants, assisting in all study tasks including participant scheduling, physical measurements, biospecimen processing and shipping, and assisting with data collection and quality control. This position will also interact and communicate with research coordinators at other NPH clinical centers, consortium teams, and scientific core staff.

Essential Functions:

- Assist with overall implementation and coordination of the NPH study protocol within the Metabolic Research Unit (MRU). Help coordinate study visits and interact with study participants to make sure all study visit procedures are completed as necessary. This includes study scheduling, consenting, escorting study participants, administration of questionnaires, providing instruction on use of wearable devices (glucose monitor, activity monitor, dietary assessment device), physical measurements, completion of data collection forms, and data entry. Occasional weekend work will be necessary.
- Monitor and document adherence to study protocol and provide guidance and support to study participants to improve their adherence as needed. Respond to participant inquiries or concerns and determine course of action to address them.
- Work as a liaison with core units in the HNRCA. Participate in clinical study meetings both at the HNRCA and with All of Us New England collaborators.
- Assist with training staff and students as necessary on study-related procedures and data collection methods.

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- Work with the MRU's volunteer services, nursing, and dietary services units as needed to help with NPH study needs during high demand times. This includes recruitment, screening of study participants, and providing prepared study diets to participants.
- Serve as a resource for study participants as needed and contribute to participant engagement activities.

What We're Looking For

Basic Requirements:

- Bachelor's degree in nutrition or other health-sciences field and 2+ years' experience in a research setting.
- Proficient with Microsoft Office software suite, email, web search.
- Strong data management skills, including the ability to handle and organize data from different sources.
- Experience with data management software programs.
- Experience working with research participants
- Completion of Human Subject Protection training program 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 or other health sciences
- Experience with REDCap or other research data collection databases
- Fluency in spoken and written English and Spanish
- Experience working within IRB guidance and policies and e-consenting
- Strong time management and organization skills.

Special Work Schedule Requirements:

- This position may require work on evenings and weekends as determined by study need.

Pay Range

Minimum \$20.10, Midpoint \$23.90, Maximum \$27.70



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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