

Data Research Coordinator

Job Title(s): Data Technician, Clinical Data Associate, Clinical Research Associate Assistant, Assistant Project Coordinator, Data Coordinator, Research Data Abstractor

Department: Biometrics, Clinical Research

Organization Type: Contract Research Organization (CRO)-based and Site-based

Status/Salary: Non-Exempt and Hourly (Range \$40,000–\$60,000)



SUMMARY OF ROLE The site-based Data Research Coordinator is responsible for clinical data review and query generation, resolution, and reconciliation to support the delivery of clinical data. Under general supervision, the position may also perform administrative and coordinative work directed toward the design, implementation, evaluation, and review of the assigned project(s).



ESSENTIAL DUTIES

- Enter study data into appropriate database and perform review of discrepancy output and validation listings
- Review and respond to queries to address problematic data identified during data review activities; apply proper correction/modification
- Apply quality control procedures and ensure data quality standards are achieved
- Create, update, track, and maintain study-specific trial management files, tools, and systems
- Maintain awareness of contract and scope of work for assigned project(s)
- Assist local team members with administrative activities as required, including filing, document maintenance, and ordering and maintaining adequate supplies for project
- Track site performance metrics (e.g., patient screening, enrollment, retention, etc.)



KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of clinical data and Good Clinical Practices; knowledge of medical terminology
- High proficiency with full Microsoft applications; relational database management software systems experience
- Strong spoken and written communication skills; fluency in English
- Strong interpersonal, collaborative, and time management abilities
- Excellent organizational skills; accurate and detail-oriented



EDUCATION and EXPERIENCE

- Bachelor's degree in a life science-related field preferred
- 0–2 years' experience in a data management, medical, and/or research setting



TRAVEL and PHYSICAL REQUIREMENTS

- Travel can range from 0 to 10%

CAREER PATHWAYS

- ▶ Data manager
- ▶ Clinical research coordinator
- ▶ Project assistant