

## Senior Research Coordinator - School of Dental Medicine Tufts University

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Posted Jan. 31, 2025, set to expire Dec. 31, 2025

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| <b>Job Title</b>            | Senior Research Coordinator - School of Dental Medicine   |
| <b>Department</b>           | Dental Research Administration  |
| <b>Institution</b>          | Tufts University<br>Medford, Massachusetts  |
| <b>Date Posted</b>          | Jan. 31, 2025   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Research/Technical/Laboratory   |
| <b>Job Website</b>          | <a href="https://jobs.tufts.edu/jobs/21349?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21349?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Overview

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

Dental Research Administration (DRA) at Tufts University School of Dental Medicine is the main research structure for all basic science and clinical research projects at the Dental School. Housing several research labs and conducting numerous clinical research studies, we are looking to hire a research coordinator to help assist with all dental clinical trials that arise at the Dental School.

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### What You'll Do

Under general supervision of Principal Investigator or Project Administrator, The Senior Research Coordinator:

- Executes protocols for clinical research studies.
- Conducts subject interviews and/or visits including administering questionnaires, performing anthropometrics and collecting samples or data.
- Coordinates screening, scheduling and enrollment of subjects.
- Assists in designing strategies for recruitment and community outreach.
- May oversee data collection and training of new employees and/or student assistants.
- Other duties as assigned.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree.
- 2+ years' experience in a clinical research setting.

#### Special Work Schedule Requirements:

Flexible schedule to accommodate research and subject availability and deadlines as required. On-site presence required.

### Pay Range

Minimum \$22.10, Midpoint \$26.30, Maximum \$30.50

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.

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**Contact**

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