

Senior Research Coordinator - Community Health Tufts University

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Posted May 6, 2025, set to expire Dec. 31, 2025

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| Job Title | Senior Research Coordinator - Community Health |
| Department | Community Health |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | May 6, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff Coordinator |
| Academic Field(s) | Research/Technical/Laboratory |
| Job Website | https://jobs.tufts.edu/jobs/21562?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

Research on Ethics, Aging, and Community Health) in the Department of Community Health is dedicated to improving healthcare decision-making and patient-centered care. REACH Lab incorporates multidisciplinary approaches to better understand the social mechanisms underlying health outcomes, with the goals of improving patient-centered decision-making at the individual level, and informing health policies at the population level. Our research partners include patients, families, clinicians, community-members, patient advocates, community organizations, health care centers, academics, and policy makers.

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What You'll Do

This is a grant-funded and limited term position ending June 1, 2026.

Under general supervision of the Principal Investigator, the Senior Research Coordinator will work to successfully achieve technical and administrative project milestones for an extramurally-funded research grant focused on widespread and sustainable implementation of a clinical decision aid across healthcare settings and systems. The Senior Research Coordinator will:

- Execute protocols for clinical research studies.
- Conduct assessments, including administering questionnaires, and surveys, and collect data.
- Coordinate recruitment of subjects and IRBs.
- Assist in designing strategies for recruitment and outreach.
- Oversee data collection and training of new project team members and/or student assistants.
- Organize and attend project site meetings.
- Participate in research design.
- Prepare high-level, externally-facing communications.

The ideal candidate is a self-starter with the ability to work independently while managing multiple tasks, has experience conducting qualitative and survey research and analysis, and can draft professional manuscripts and reports.

What We're Looking For

Basic Requirements:

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

Preferred Qualifications:

- Masters degree highly preferred
- Experience facilitating qualitative assessments and familiarity managing data
- Experience with data analysis software (e.g. SPSS)

Special Work Schedule Requirements:

Role involves travel within the Boston metro area on a weekly basis to interact with study constituents and periodic domestic travel to partnering project sites across the US.

Pay Range

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Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

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.

Contact

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