

Research Coordinator - Human Nutrition Research Center  
on Aging  
Tufts University

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

<b>Job Title</b>	Research Coordinator - Human Nutrition Research Center on Aging
<b>Department</b>	Jean Mayer USDA Human Nutrition Research Center on Aging
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 6, 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/21457?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21457?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

**Apply By Email**

**Job Description**

## Overview

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

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

The goal of this Research Coordinator position is to help coordinate and conduct 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 to schedule and coordinate their study visits, conducting physical measurements and data collection, and performing data entry 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, administering questionnaires, providing instruction on use of wearable devices (glucose monitor, activity monitor, dietary assessment device), conducting physical measurements, completing data collection forms, and performing data entry. Occasional weekend work may 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.
- 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

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**Special Work Schedule Requirements:**

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

**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.

**Contact**

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