

Research Coordinator - Human Nutrition Research Center
on Aging
Tufts University

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Posted Aug. 21, 2025, set to expire Jan. 3, 2026

Job Title	Research Coordinator - Human Nutrition Research Center on Aging
Department	Human Nutrition Research Center on Aging
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/22241?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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.

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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 and conduct all study-related exercise training and health education visits associated with the NIH-funded study entitled: The Impact of Biological Mechanisms of Aging on Response Variability to Resistance Training in Older Adults (BRIO). Activities include working directly with study participants to schedule and coordinate their study intervention visits, supervising exercise training and health education components of the intervention, data collection, and performing data entry and quality control. This position will also interact and communicate with research coordinators at the other BRIO clinical site, Metabolic Research Unit and scientific staff.

Essential Functions:

- Assist with overall implementation and coordination of the BRIO study interventions. Help coordinate intervention visits and interact with study participants to make sure all intervention visits are completed as necessary. This includes checking-in, escorting study participants, supervising exercise training or health education classes, completing data collection forms, and performing data entry.
- 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 Mayo Clinic collaborators.
- Assist with training staff and students as necessary on study-related procedures and data collection methods.

What We're Looking For

Basic Requirements:

- Bachelor's degree in kinesiology, exercise science, nutrition or other health-sciences field and 1+ 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 and supervising exercise training
- Completion of Human Subject Protection training program through CITI within two weeks of hire (required prior to interacting with human subjects)
- CPR certification within two weeks of hire.
- Strong verbal and written communication skills. Interacts well with others

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Preferred Qualifications:

- Master's degree in kinesiology, exercise science, nutrition or other health sciences
- Experience with REDCap or other research data collection databases
- Experience as a health coach or personal trainer
- 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 infrequent work on evenings and weekends as determined by study need.

Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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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