

**JOB TITLE:** Research Project Coordinator for Graduate Medical Education

**GENERAL SUMMARY OF DUTIES:** The GME Research Project Coordinator will be responsible for coordinating multiple assigned scholarly activity and research project timelines throughout all lifecycle phases. He or she will provide assistance in the development of scholarly activity and research related documents. Will also work closely and effectively with physician principal investigator(s), resident(s), fellow(s), research directors, other members of the scholarly support team, and multiple internal departments.

**SUPERVISOR:** Division Research Director

**SUPERVISES:** NA

**DUTIES INCLUDE BUT NOT LIMITED TO:**

1. Develop and maintain knowledge of scholarly activity pathways in GME and the health care environment.
2. Contribute to the development of training, tools, and process documentation (IRB protocols, abstracts, manuscripts) for both the department and for assigned projects
3. Ability to think analytically and display effective brainstorming prowess and creativity, as well as work both autonomously and collaboratively with clients and colleagues required
4. Demonstrate ability to create and deliver effective presentations
5. Compiles, processes and analyzes data; records research procedures and results; files and maintains records; codes data for input for electronic data processing; inputs and retrieves data using computers.
6. Creates graphs and tables in spreadsheet software, prepares statistical and database reports, tables, graphs, narratives and questionnaires in print, electronic and web-enabled formats
7. Excellent written and verbal communication skills; must be able to communicate effectively with all levels
8. Advanced skills in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, WebEx) required
9. Ensure compliance to HCA data access policy and procedures

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required.

**HIGHLY PREFERRED EXPERIENCE**

- Experience in health services research environment.
- A minimum of one (1) year of project management (formal or informal) experience required; clinical trial experience preferred

**MINIMUM QUALIFICATION/EDUCATION**

Bachelor's Degree from an accredited program providing training in a research related field of study and a minimum of 3 years related project management experience.

## **LANGUAGE SKILLS**

- Ability to communicate effectively in English, both verbally and in writing
- Excellent presentation skills
- Additional languages preferred

## **SKILLS**

- Ability to make decisions independently or to escalate issues as needed
- Ability to efficiently and accurately manage multiple tasks and projects
- Ability to work independently, with limited guidance
- Excellent written and verbal communication skills
- Ability to organize information
- Ability to handle sensitive information with absolute confidentiality
- Working knowledge of software applications including Microsoft Word, Excel, and PowerPoint

**If interested in this position, please email a current resume and letter of interest to:**  
**[GSMC.IMRES@hcahealthcare.com](mailto:GSMC.IMRES@hcahealthcare.com)** . Please include “Research Project Coordinator” in the subject line.

**Applicants will be reviewed on a rolling basis until the position is filled for the 2017-18 academic year.**