

Job Title:**Project Coordinator- Population Health Research, College of Osteopathic Medicine****Job Description:**

The Project Coordinator– Population Health Research will assist in the day-to-day operations of the College of Osteopathic Medicine population health research initiatives. The coordinator will work closely with students, staff, faculty, and community health affiliates of the College of Osteopathic Medicine

Reports to:

Assistant Dean of Research, Research, College of Osteopathic Medicine

Classification:

Staff, Full Time, Exempt

Essential Duties:

- Assist course directors of the Physician's Role in the Health System courses in onboarding and documenting requirements for osteopathic medical students to conduct their population health research projects.
- Assist the Assistant Dean of Research in documenting research activities, recording the required trainings and paperwork for the Institutional Review Board, and keeping meeting minutes.
- Support administrative functions such as scheduling meetings, capturing meeting minutes, and completing paperwork associated with population health and the research mission.
- Assist with the planning of the College of Osteopathic Medicine Annual Research Day.
- Coordinate documents that show medical students in year 1 and 2 have met requirements to ensure current academic requirements include BLS and ACLS, background checks, immunizations, HIPPA, blood-borne pathogens training, and other requirements per the school guidelines before they begin research with community health affiliates.
- Support the Assistant Dean of Research in documenting research activities, recording the required training and paperwork for the Institutional Review Board, and keeping meeting minutes in relevant committees such as the Research and Scholar Committee.

**Qualifications/
Education:****Education:**

- Associate's or Bachelor's degree in education, Administration, Organizational Development, or other personnel-related fields or equivalent work experience required
- Clerical office experience
- Experience in the medical field, education, or medical education preferred

Skills & Experience:

- Effective and efficient communication of information to diverse audiences with an emphasis on written and verbal communication skills, including professional email and telephone skills
- Proficiency with Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc
- Efficient organizational and time management skills
- Knowledge to develop forms and reports

- The ability to interact with professionals, including physicians, PhDs, university administrators, medical students, and alumni
- A demonstrated ability to systematically prioritize and complete multiple projects with attention to detail
- Experience working with sensitive information and maintaining confidentiality
- Ability to work independently and within a team environment
- Commitment to diversity and inclusivity
- Familiarity with the higher education processes or medical terminology preferred
- Knowledge of academic and accreditation standards preferred
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Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$XXXXXX - \$XXX,XXX, however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Project Coordinator- Population Health Research** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.