

**Position Title:** cardiac magnetic resonance imaging (MRI) program research coordinator

**Summary:** Research coordinator sought to oversee implementation of multiple research initiatives focused on cardiac imaging, including federally (NIH) funded prospective clinical studies. Responsibilities include subject enrollment, data collection, clinical follow-up, and operational management of research protocols. The research coordinator will be an integral member of an active, multidisciplinary, research team inclusive of MD and PhD investigators, as well as student trainees. The research coordinator will have regular clinical interactions with cardiology patients. A multitude of academic opportunities exist for the research coordinator, inclusive of scientific manuscript authorship.

**Responsibilities:**

- Coordination of all aspects of research studies including submission of necessary documents to institutional review board (IRB) and regulatory committees.
- Participation in team meetings for the research projects, including review of enrollment targets, data collection, and analytic results.
- Development and maintenance of research databases. Performs primary data entry into research databases, as well as secondary analyses (in conjunction with other members of research team).
- Assistance with protocol design and manuscript preparation, resulting in anticipated authorship.
- Chart review, telephone or in person screening of potentially eligible research subjects, acquisition of informed consent for study participation, administration of study related questionnaires.

**Qualifications:**

**Minimum Requirements**

- Bachelor's degree plus 1 year work experience.

**Highly Desired Requirements**

- Experience in health services research methods.
- Knowledge of basic principles of research design/good research practices.
- Prior experience with IRB submission/maintenance protocols.

**Skill and Abilities**

- Good interpersonal, organizational, and time management skills. Effective multitasking capabilities.
- Knowledge and experience with Microsoft Word, PowerPoint, Excel, Access and/or software packages (i.e. SPSS, SAS).

**Applicants should send cover letter + resume to Jonathan W. Weinsaft, MD (Director, Cornell Cardiac MRI Program): [jww2001@med.cornell.edu](mailto:jww2001@med.cornell.edu)**