



Job Title : Coordinator, Scientific Services

Salary: \$46,000/year

Email Resumes: jobs@ndriresource.org

The Scientific Services department is responsible for the recruitment of researchers and feasibility of researcher requests. Upon approval, this department maintains all research projects throughout their lifecycle with an emphasis on project management and customer service. While projects are active, Scientific Services creates educational lectures, recovery instructions and highlights research requests with the Operations staff to ensure researchers receive the tissues they request.

Summary/Objective

The Coordinator, Scientific Services reports to the Director, Scientific Services and is primarily responsible for coordinating the new project application process, as well as, assembling all materials needed for the development of new and existing researcher protocols. The Coordinator is responsible for maintaining detailed records in compliance with NDRI's Quality Assurance policies and procedures. He/she is expected to represent NDRI professionally when interacting with customers/researchers to help develop strong working relationships. These activities are essential to maintaining key stakeholder relationships.

Responsibilities

1. Communicate and track new biospecimen requests to Director and Feasibility Committee.
2. Participate in the determination of new project/ protocol feasibility through the Feasibility Committee.
3. Oversee the management of inquiries for biospecimens in the NDRI Biospecimen Inventory and LAM-TR. Work with Logistics to coordinate the shipment of samples to approved researchers.
4. Manage new project applications to ensure all paperwork is collected, reviewed, and approved.
5. Enter new applications and projects into appropriate databases, CRM and Rhythm.
6. Write new protocols as required.
7. Prepare letters of support for researchers as requested.
8. Communicate status of application/ project/ protocol externally (to researcher) and internally (Director).
9. Obtain any necessary researcher authorizations (signatures) for new projects/ protocols.

10. Communicate all new protocol activations to Operations and Strategic Initiatives staff through the Protocol Activation Meeting slides.
11. Lead Protocol Activation Meetings and recordings.
12. Work with Director, Scientific Services, and Project Manager Strategic Initiatives to manage Partner researchers and Special Projects.
13. Author educational materials for internal and external use, as needed.
14. Run researcher-based reports, as needed.
15. Participate and assign projects to the NDRI Intern Program, as needed.
16. Participate in internal meetings, as needed.
17. Follow all of NDRI's policies and procedures.
18. Abide by all HIPAA and associated donor confidentiality requirements.
19. Support and actively participate in Quality Assurance initiatives. This may be done by identifying quality issues, opportunities for standardization and/or process improvements, communicating to appropriate management in a timely basis, and participating in meetings.
20. Maintain a safe and healthy work environment by following standards and procedures; complying with legal regulations.
21. Participate in required trainings.
22. Maintain and advance skills through professional education and training.
23. Perform other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Life Sciences or equivalent.
 2. Experience in scientific or biomedical research.
 3. Experience working in a multi-disciplinary team environment preferred.
 4. Strong understanding of human anatomy and physiology preferred.
 5. Proficiency in the use of computer equipment and software, including but not limited to the Windows environment (Word, Excel, Outlook, Sharepoint – Intermediate to Advanced skills) required.
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1. Ability to work collaboratively with others, putting team before self.
 2. Strong and effective interpersonal skills. Ability to communicate effectively with customers/ researchers and other staff.
 3. Must be self-motivated, assertive, and able to prioritize multiple tasks in a fast-paced environment.
 4. Ability to adapt to change with the needs of the business.
 5. Ability to function as a team player and carry through assigned tasks on time and within the scope of project parameters.
 6. Results oriented individual who takes ownership and seeks tasks through to completion.
 7. Customer centric in his/her approach.

AAP/EEO Statement

NDRI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, NDRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. NDRI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

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Other Duties

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Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

I have reviewed the notification with the employee, explained that their position is considered Essential and procedures to follow during an operational suspension.

Employee _____ Date _____

