**Title:** Clin Research Coordinator I  
**Job Code:** ST01  
**FLSA Status:** Non-Exempt  
**Grade:** 230

**Job Family:** 4409 Clinical Research: Coord  
**Job Function:** CT Clinical Research Nsg & Admin  
**EEO Code:** 3.06  
**Effective Date:** 3/1/2013

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**JOB DESCRIPTION:** Handles or assists with administrative activities associated with the conduct of clinical trials. Maintains data pertaining to research projects, completes source documents/case report forms, and performs data entry. Assists with patient recruitment. Attends study meetings. Orders and maintains equipment and supplies. Reviews medical records and/or conducts screenings for recruitment of study participants, performs interviews and QOL questionnaires. Collects study specimen according to protocol which may include phlebotomy, processing, and preparation for shipping. Coordinates services, schedules procedures, creates and maintains case packages, and monitors charges. Assists with quality assurance and tracks regulatory submissions. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** Two years of college in a scientific, health related, or business administration program or licensed as a practical nurse and one year of administrative support or licensed practical nursing experience, or equivalent combination of experience, education, and training. This position is intended for clinical research and all training requirements must be monitored through Emory Healthcare under the category of CLINICAL RESEARCHER.

**DATE CREATED/MODIFIED/REVIEWED:** 02/16/12 JAK

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The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

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**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law.