



CHARLESTON RESEARCH INSTITUTE POSITION #2008-008

Title: Research Coordinator

Classification: Regular Part-Time (20 hours/week)

Salary: Negotiable

Duties & Responsibilities:

- Assist in study implementation, administration, data collection and entry
- Assist with Culture Materials
- Implement other study procedures as described in the grant
- Assist with regulatory duties and development and submission of Institutional Review Board (IRB) applications and modifications.
- Develop appropriate office paperwork management and filing procedures to support study operations

Supervision:

- Reports directly to Principal Investigator

Company Information:

The sole purpose of Charleston Research Institute is to advance the research mission of the Department of Veterans Affairs, and specifically the Ralph H. Johnson VA Medical Center, Charleston, South Carolina through the support of research-related activities.

Qualifications and Hiring Criteria:

Level of Education: B.S., B.A., R.N., or similar degree. Minimum 1 year experience with MS Office Products (Excel, Word, Power-point, Access and Outlook) required. Experience: Skills acquired from participation in previous clinical trials or microbiology laboratory experience. Ability to take environmental cultures and prepare for delivery to microbiological laboratory. An understanding of basic medical microbiology particularly with regard to antibiotic action, antibiotic resistance and the epidemiology of antibiotic resistant bacteria in the hospital. Ability to culture touch surfaces and process specimens for bacterial contents and quantity

Fax signed and completed application with the position number to:

Charleston Research Institute

Attn: Executive Director

(843) 876-5384

Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.