

DEPARTMENT OF REHABILITATION MEDICINE

Classification title: Research Professional 4

Classification number: 8352P4

Supervisor of position: Jennifer Murphy

Position Overview (About the Job)

The University of Minnesota's Department of Rehabilitation Medicine is adding a second Research Professional 4 position to provide professional research and technical expertise to support numerous new research initiatives, including clinical research, in the rapidly growing department.

Using superior communication, problem-solving, analytical and data management skills, this role will work independently, with the research team, and in partnership with the Department leadership and staff, across the Department of Rehabilitation Medicine to provide additional support through program coordination, project management, and evaluation data management.

Major responsibilities of this position, with the percentage of time devoted to each:

- 60% Research Project Management
- 25% Research Regulatory Management
- 10% Community Outreach and Communications
- 5% Other Administrative Duties

Research Project Management: Provides research project management by working through the life cycle of a project from design, writing, submitting, follow up, to burn rates, and routine updates.

- Independently and collaboratively manages a large and complex portfolio of research projects, including clinical research, including but not limited to: database development, data collection, ensuring data quality and integrity, and creating summary reports
- Act as a departmental technical expert and information source for investigators and seek out funding opportunities
- Create timelines, assign and monitor workflow, and oversee and assign all aspects of projects from development to completion
- Complex fund account analysis, trending, forecasting, and reporting of projects
- Assist with grant writing

Research Regulatory Management: Ensure overall regulatory compliance for a large and complex portfolio of research projects.

- Serve as the primary contact for the completion of required regulatory documentation, including preparing required documentation; responding to stakeholders; and ushering applications and correspondence through the process, successfully, while meeting established deadlines
- In collaboration with the PI, interpret study protocols and develop consent forms for any clinical research
- Develop reporting system to track required documentation for each study to ensure compliance

- Provide regulatory guidance and direction to researchers to ensure compliance with applicable policies, procedures and regulations
- Preparing and submitting IRB applications, modification, and other internal documents
- Prepare for and participate in site initiation visits, monitoring visits, program audits, etc.

Community Outreach and Communications: Facilitate community engagement, education and outreach.

- Assist in the planning and coordination of research events such as poster sessions, lectures, expositions and workgroups
- Represent the Department at identified events, workgroups and consortia
- Contribute to training, consultation and resource development on community-engaged research

Other Administrative Duties: Provide cross-coverage, as needed, and have a willingness to work on Departmental/Division projects and opportunities as they arise.

Qualifications

All required qualifications must be documented on application materials.

Required:

- BA/BS degree and at least five years of experience or an advanced degree with at least three years of experience or a combination of related education and work experience to equal nine years
- Demonstrated strong communication, written, interpersonal, organizational, analytical, and data management skills
- Ability to manage work amidst changing priorities and ambiguous environment
- Ability to work independently, make decisions, problem solve and triage tasks among multiple research projects, each with a different set of team members and leadership
- Demonstrated ability to analyze, design, and optimize complex processes
- Experience with grants, including technical writing and reviewing, budget development, and reporting and reconciliation
- Familiarity with health research, public health, health care delivery, and/or community development
- Experience researching, interpreting, and applying policies
- Experience and demonstrated success in establishing and maintaining effective and collaborative working relationships with stakeholders from a variety of backgrounds, communities, and organizations
- Proficient with various technology applications including: MS Office (Word, Excel & PowerPoint), internet applications, data entry, email, calendaring, basic web design, and database software

Preferred:

- Master's degree in a health or research related field
- Experience with Electronic Grants Management Systems (EGMS)

- Experience in pre- and/or post-award grant management
- Grant writing experience
- Experience with REDCap and OnCore
- Clinical research experience
- Complex fund account analysis, trending, forecasting, and reporting
- Research database development and management
- Ability to identify opportunities for improvement and take initiative to implement changes
- Experience in the development and execution of communications, such as graphic design or info

About the Department

The Department of Rehabilitation Medicine is a growing and active academic, clinical and research department with a history of over 70 years within the University of Minnesota Medical School. Located on the Minneapolis campus, the Department serves patients and trainees throughout the Minneapolis/St. Paul metropolitan area, as well as greater Minnesota, the upper Midwest, and the nation. The Department consists of four divisions: Adult Neuropsychology, PM&R, Physical Therapy, and Rehabilitation Science. State of the art clinical research is an important component to the Department and the Medical School. The Department has an ACGME-accredited residency program, four ACGME-accredited fellowships, a CAPTE-accredited Doctorate of Physical Therapy program, a Graduate Program in Rehabilitation Science, and a Post-Doctoral Graduate Program in Adult Neuropsychology. To learn more about the Department of Rehabilitation Medicine, please visit our website at rehabmedicine.umn.edu.