

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Research Coordinator	SALARY GRADE:	HU-10
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	7007	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Provide organizational planning and data management of research programs and/or projects conducted in the department and oversee the daily operation of the research laboratory.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

Designs and develops standard operating procedures for research programs and/or projects conducted in the laboratory and maintains manual of laboratory operations for quality control and quality assurance;

Designs and maintains secure electronic data files for core and collaborative research conducted in the laboratory;

Works in conjunction with senior research associate for laboratory operation and research training to develop, implement, and evaluate academic core program in molecular genomics;

Assists director in the preparation of research proposals, grant applications, manuscripts, progress reports, and related documents.

Interfaces directly with department's core personnel to enhance, facilitate, and trouble-shoot research programs in the laboratory.

In close consultation with the co-investigators maintains and ensures the integrity of the research data.

Orders equipment and research supplies.

Performs other related duties as assigned.

