

POSITION ANNOUNCEMENT

Coordinator

This is a single position within the Ponce Research Institute (PRI) with dual responsibilities, supporting both the Office of Special Projects (OSP) and the Office of Research Development (ORD). The incumbent serves as **Data Core Coordinator** for OSP and as **IRB/IACUC Streamlyne Administrator Assistant** for ORD, dividing time and effort between the two offices as operational needs require. The responsibilities outlined below for each office are to be performed by one individual, who will coordinate closely with leadership in both offices to ensure priorities, deadlines, and deliverables are balanced and aligned.

To succeed in this position, the candidate must possess the following qualifications and competencies:

Required Qualifications

- Bachelor's degree in public health, health sciences, information systems, business administration, or a related field (a master's degree is preferred).
- Minimum of two to three years of experience in research administration, data management, or a university or research institution setting.
- Working knowledge of human subjects and animal research regulations and oversight (IRB and IACUC), including related institutional and federal requirements.
- Proficiency with Microsoft Office 365 (Word, Excel, PowerPoint, Teams) and web-based collaboration tools.
- Excellent written and oral communication skills in English and Spanish, including the ability to prepare professional correspondence and presentations in both languages.

Preferred Qualifications

- Experience with Streamlyne or comparable protocol management, grants management, or electronic research administration systems.
- Familiarity with sponsored programs, funding opportunity identification, and the grant lifecycle.
- Proficiency with data visualization and design tools (e.g., Canva, Adobe Creative Suite, Tableau, or Power BI).
- Current CITI training certification or willingness to obtain it.

Core Competencies

- Discretion and Confidentiality: Handles sensitive protocol, personnel, and research data with integrity and sound judgment.
- Attention to Detail: Reviews documents for completeness and accuracy and identifies inconsistencies before they affect committee review or compliance.
- Customer Service Orientation: Responds to investigators, faculty, students, and staff with professionalism, patience, and timeliness.
- Organization and Time Management: Balances competing priorities and deadlines across two offices, and manages workload independently.
- Technical Aptitude: Learns new platforms quickly, troubleshoots technical issues, and applies technology to improve workflows.
- Training and Facilitation: Explains complex processes clearly and leads effective training sessions for diverse audiences.
- Communication and Collaboration: Serves as a reliable liaison among faculty, offices, and affiliated institutions, and adapts messaging to different audiences.



- **Design and Content Development:** Creates clear, visually polished flyers, presentations, and educational resources that reflect institutional branding.
- **Policy Literacy:** Reads, interprets, and helps refine institutional policies and guidance documents with clarity and precision.
- **Adaptability:** Manages dual responsibilities and shifting priorities while maintaining quality across both areas.

Key Responsibilities:

Office of Special Projects (OSP)

The **Data Core Coordinator** is an essential role responsible for the management and facilitation of data services within a university setting. This position focuses on coordinating the activities of a diverse group of faculty members from various schools who are engaged in statistical analysis. The Coordinator is tasked with the creation, implementation, and maintenance of a service request platform, as well as managing the data core's website. Key responsibilities include scheduling and distributing tasks, providing ongoing support to faculty, and ensuring efficient operation and accessibility of data services.

Key Tasks Include:

1. **Develop and Manage Service Request Platform:** Build and maintain a platform where faculty can submit and track requests for data analysis, ensuring user-friendly access and functionality.
2. **Oversee Website Maintenance and Updates:** Manage the data core's website, ensuring that it is current, functional, and provides all necessary information regarding services and resources.
3. **Schedule and Assign Faculty Tasks:** Organize and distribute tasks among faculty members based on expertise and availability, ensuring efficient workflow and adherence to deadlines.
4. **Coordinate Data Visualization and Infographic Design:** Produce clear and impactful visual representations of data findings to support academic publications, presentations, and decision-making processes.
5. **Ensure Data Integrity and Security:** Implement and monitor protocols to safeguard sensitive data and ensure compliance with university policies and regulations.
6. **Facilitate Collaboration and Communication:** Act as a liaison between faculty members across different schools to promote collaboration and effective communication regarding data analysis projects.
7. **Monitor and Report on Service Usage:** Track the usage of the data core's services, preparing reports that highlight demand, performance, and areas for improvement.
8. **Troubleshoot Technical Issues:** Address and resolve any technical problems that arise with the service request platform or website, ensuring minimal disruption to faculty activities.



9. **Stay Updated on Latest Trends:** Keep abreast of the latest trends and tools in data management and visualization to continuously improve the services offered by the data core.
10. **Promote the Data Core to Affiliated Institutions:** Conduct outreach and engagement activities to raise awareness of the data core's services, expertise, and resources among affiliated institutions, fostering new collaborations, expanding the user base, and strengthening the core's visibility and institutional partnerships.

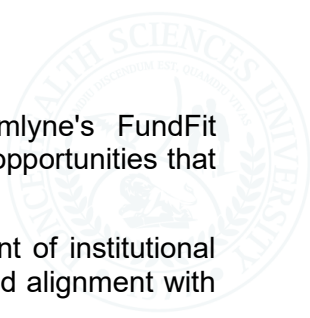
Office of Research Development (ORD)

The IRB/IACUC **Streamlyne Administrator Assistant** plays a pivotal role within the Office of Research Development (ORD), focusing on managing and facilitating the Streamlyne IRB and IACUC programs. This position is responsible for a variety of critical functions including protocol review for completeness and accuracy, data entry, providing exceptional customer service, and conducting training sessions. Additionally, the assistant will support the generation of reports and handle confidential matters, provide platform support, administer Streamlyne's FundFit Program, contribute to the review and refinement of institutional policies, design ORD promotional and educational materials, and collaborate with other departments to enhance specific services, activities, or programs. The role demands a high level of discretion and confidentiality in all tasks.

Key Tasks Include:

1. **Customer Support:** Handle incoming calls to determine the nature of queries and provide system support, ensuring a high level of service and responsiveness.
2. **Protocol Review for Completeness and Accuracy:** Review IRB and IACUC protocol submissions in Streamlyne to verify that all required forms, attachments, and supporting documentation are complete, accurate, and consistent with institutional and regulatory requirements. Identify missing or incorrect information and coordinate timely corrections with investigators prior to committee review.
3. **User Training and Support:** Facilitate training for new users on the Streamlyne application, applying computer technology to optimize work processes and enhance user experience.
4. **Conduct Training Sessions:** Organize and lead Streamlyne training sessions tailored to the needs of both internal and external department staff, promoting effective use of the platform.
5. **Data Management:** Operate the Streamlyne program and perform essential data processing tasks, including data encoding, report generation, data retrieval, and other routine and specialized computer operations.
6. **Liaison and Communication:** Act as a liaison, providing timely updates and information to the Program for Institutional Review (PRI), Office of Sponsored Programs (OSP), and ORD as required.
7. **Design and Disseminate Streamlyne Community Updates:** Design the Streamlyne Community Updates flyer and accompanying presentation, and disseminate them to the research community to communicate platform news, process changes, training, and other relevant information.



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8. **Administer the Streamlyne FundFit Program:** Administer Streamlyne's FundFit Program, supporting investigators in identifying and managing funding opportunities that align with their research goals.
 9. **Policy Review and Refinement:** Assist with the review and refinement of institutional policies and related guidance documents, ensuring clarity, accuracy, and alignment with institutional and regulatory requirements.
 10. **Content Design for ORD Promotional Materials:** Serve as a content designer for ORD promotional materials, including resources such as "Grant Lifecycle Do's and Don'ts" and other educational tools for investigators.

Work Environment

This position is based at the Ponce Research Institute (PRI) and operates primarily in a professional office setting within a university research environment. The incumbent works in a collaborative, fast-paced, deadline-driven setting, supporting two offices (OSP and ORD) and interacting regularly with investigators, faculty, committee members, administrative staff, and representatives of affiliated institutions.

Work Setting and Schedule

- Standard business hours, Monday through Friday, with occasional flexibility for training sessions, committee meetings, or submission deadlines.
- Primarily on-site, with [remote or hybrid options to be determined by the institution].
- Time and effort divided between OSP and ORD according to operational needs, under the direction of leadership in both offices.

Nature of the Work

- Extensive computer-based work, including the Streamlyne platform, the data core's service request platform and website, and Microsoft Office 365 applications.
- Regular handling of confidential protocol, personnel, and research information, requiring strict adherence to privacy and security standards.
- Frequent communication by phone, email, and video conference, as well as in-person and virtual presentations and training sessions.
- Periods of high workload around protocol review cycles, reporting periods, and funding deadlines, requiring effective prioritization.
- Bilingual communication in English and Spanish.

Collaboration and Supervision

- Reports to the Director of Office of Special Projects and coordinates closely with ORD, and other PRI and university departments.
- Works both independently and as part of a team, with a high degree of discretion and accountability.

Physical Requirements

- Ability to sit and work at a computer for extended periods.
- Ability to occasionally travel for professional development or to provide training.

Application Process

Interested qualified candidates should submit a current curriculum vitae and cover letter outlining their qualifications and experience.

Applications may be submitted to: Human Resources Department Ponce Health Sciences University Email: jobs@psm.edu / rcmi@psm.edu

