

JOB INFORMATION

Effective Date	11/1/2021
Job Code:	3249
Job Title:	Coordinator, Research
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Research
Job Family:	Research
Job Summary	The Research Coordinator is responsible for serving in a critical role in scheduling and leading systematic data collection across the four institute centers. They are primarily accountable to ensuring these data are collected in accordance to laboratory or research protocol standards and that the data are safeguarded in accordance to federal regulations related to human subjects research. The Research Coordinator also works with technology to deliver exercise prescriptions to institute clients, generates reports, communicates results to clients, and assists in the preparation of manuscripts and presentations for publication.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Exercise Science or a closely related field.	Required	
Master's Degree	in Exercise Science or a closely related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	in exercise prescription or rehabilitation in people with chronic diseases or disabilities.	Required	
Some	in collecting complex neurophysiological, metabolic, and functional outcomes data in clinical populations. Bilingual (English and Spanish)	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
ACSM - Clinical Exercise Specialist			Preferred	or
	NSCA Certification		Preferred	or
	Ability to obtain within 6-months of employment			

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of safety procedures related to human subjects research.	Proficient
• Knowledge of safeguarding of human subjects data.	Proficient
• Knowledge of general exercise physiology and biomechanical data collection and analysis.	Proficient
• Skills in verbal capability to speak and communicate data with clients.	Skilled
• Skills in collecting complex physiological data.	Proficient
• Skills in Microsoft Office and Team Builder.	Proficient
• Ability to solve technical issues with exercise equipment.	Basic
• Ability to lead student staff when needed.	Basic
• Ability to organize tasks and complete on-time and budget.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Plans and organizes systematic data on institute clients and communicates these data with clients.	35%
• Plans and organizes testing and exercise sessions using specialized equipment.	10%
• Plans and organizes exercise protocol delivery using technology institute clients.	30%
• Assists in managing daily operations with student research staff.	10%
• Assists in new program and research project development and implementation and preparation of manuscripts and presentations for publication.	10%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description