



University Human Resources

Staff Job Description Grade 11 and Below

Section 1: Identifying Information

Position Title: Project Coordinator	Date Prepared: March 2024
Department: Global Alliance for Infant and Maternal Health Research (Global AIM)	Job Family: Research
Position Reports to: Director, Global AIM	Grade: 9 FLSA Status: Exempt

Section 2: Position Purpose

Describe the primary functions and purpose of this position. Please note that this section (Position Purpose) and Section 6: Job Qualifications and Competencies will be used for the job posting and advertisements.

The Global Alliance for Infant and Maternal Health Research (Global AIM) at The Warren Alpert Medical School of Brown University is dedicated to improving the survival, health, and potential of mothers, newborns, and children. We are currently conducting research to improve health outcomes of mothers and infants in low-resource settings, specifically targeting the prevention and management of preterm birth and low birthweight infants and optimizing child neurodevelopment.

The Project Coordinator will be responsible for the day-to-day coordination of the Ethiopian studies for the Lee Laboratory. This portfolio includes a randomized controlled trial and infant follow up study in Amhara, Ethiopia. The ENAT Study “Enhancing Nutrition and Antenatal Infection Treatment, for maternal and child health” (2020-2023) was a pragmatic randomized effectiveness study that enrolled 2400 mother-infant dyads in Amhara, Ethiopia. The primary aim of the ENAT study was to determine the impact of improving the antenatal management of maternal nutrition and infections in pregnancy on infant birth size. In an NIH supported infant follow up study, a sub-sample of infants from ENAT will be followed to 24 months to examine the impact of these pregnancy interventions on infant neurodevelopment through advanced neuro-imaging and behavioral assessments. The Project Coordinator will also be responsible for coordination and management of a new randomized controlled clinical trial of a lactation intervention (maternal multiple micronutrient supplementation) in postpartum mothers in another field site in Amhara, Ethiopia.

The responsibilities will include research project management and administration, management of timelines and deliverables, coordination of activities with international and domestic partners, IRB submissions and other federal and institutional regulatory practices. The Project Coordinator will work closely with the Global AIM Director, partners in Bangladesh and Ethiopia, Brown research administration, and collaborators at other institutions.

This is a fixed term position with a current end date of one year from date of hire, which may be extended based upon the availability of funding.



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Section 3: Major Responsibilities

List 3 to 6 major responsibilities, functions and/or activities; provide related supporting actions to describe how the work will be accomplished; and estimate the percentage of time for the responsibility. Please arrange in descending order by percentage time.

1. Major Responsibility: Study Coordination 60%

Supporting Actions:

- Coordinate research activities with international and domestic partners
- Support and coordinate activities (including study management, patient enrollment, training) with the Ethiopian Project coordinator.
- Prioritizing project tasks and timelines to ensure timely execution of project and meetings, and grant deliverables
- Follow up of activities and deliverables with respective partners, administration and funding agencies
- Manage communications with research team and partners, summarizing key decision, and tracking study decisions
- Tracking progress of study tasks to ensure timely accomplishment of deliverables
- Assist with coordination of local study staff, including research assistants and students working on Ethiopia projects
- Coordination of data collection and management with study partners
- Development of standard operating procedures, training of study staff in study protocols and data collection
- Confer with project personnel to provide technical advice and to resolve problems as they arise.
- Attend team meeting and keep the PI informed of study progress through weekly meetings with study leadership team.
- Act as the point of contact for communication with international and domestic partners
- Provide financial management including tracking of expenses and budgets for international and local sites
- Responsible for expense report submissions, managing budgets, and ordering study supplies

2. Major Responsibility: Regulatory Work 20%

Supporting Actions:

- Responsible for managing IRB submissions, continuing reviews and amendments
- Responsible for regulatory compliance with federal and institutional organizations
- Develop study documents including protocols, SOPs, data collection tools, and training tools for implementing partners
- Ensure research studies are conducted according to regulatory requirements and specified research protocols including Brown University, outside sponsors and federal and/or state regulator agencies.



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3. Major Responsibility: Manuscript preparations and dissemination of findings 10%

Supporting Actions:

- Conduct library research and literature summaries and reviews.
- Conduct support analyses as needed.
- Prepare progress reports for donors and partners
- Preparing written and oral presentations
- Data assessment for quality, basic descriptive enrollment statistics, and analysis,

4. Major Responsibility: Assist with Supervision and Training of Research Staff 10%

Supporting Actions:

- Assist with training, delegating tasks, and supervising Research Assistant positions.
- Assist with assigning tasks and supervising on-going activities and projects.

Section 4: Decisions Position is Free to Make

Describe the authority held by the position by listing 1 to 2 examples of decisions that the position is free to make and explain the decisions that depend on the position's advice.

Decisions position is free to make:

- Making decisions about conveying study related information to the investigators and sponsor as they pertain to the conduct of each study.
- Deciding on the scheduling/timing of study visits.

Decisions that depend on position's advice:

- Setting deadlines for regulatory preparation and submission, and quality assurance.
- Decisions directly impacting the conduct of the study or requiring clinical judgement.
 - Hiring of staff
 - Changes to study procedures
 - Disciplinary actions that may be necessary during the course of the study

Section 5: Dimensions

List quantitative measures that define the size and scope of the position (for example, the number of students counseled, the number of faculty and/or staff supported, the number of employees supervised, the number of events planned, the size of budget managed).

- In the Ethiopia projects, the Project Coordinator may oversee 2-5 local students and research assistants.
- The Coordinator will organize activities with the Ethiopia team that includes up to three management staff, 2 investigators and 10 research staff.



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Section 6: Job Qualifications and Competencies

Job Qualifications

Indicate the minimum required education and years of experience. Include any required licenses or certificates.

Education and Experience

- Bachelor’s degree in Public Health or related field such as global health, demography, or epidemiology and 2- 5 years of relevant, global health project management experience required
- Master’s Degree preferred
- Experience managing and conducting research in global health and/or health systems preferred including field experience managing research trials and primary data collection, particularly in low-income country settings
- And/or equivalent combination of education and experience

Job Competencies

Indicate the essential job competencies. Competencies are required knowledge, skills and abilities necessary to perform the job successfully.

- Excellent interpersonal and written and oral communication skills with the ability to conduct collaborative research and coordinate multiple partners.
- Proficiency in Microsoft Office, especially Excel and Word, required. Proficiency with Google Drive, citation management software, and data management/analysis software (STATA, SAS. Or R)
- Knowledge and experience in study design, sampling methods, and statistical methods, including longitudinal data analysis.
- Excellent presentation skills, and demonstrated ability to expertly carry out communications, relationship-building with study staff, governmental, non-profit, research, academic, and donor organizations, in order to attain project goals and facilitate productive collaboration.
- Strong management and leadership skills, with demonstrated capacity to work as part of a team with domestic and international collaborators, stakeholders, and research staff.
- Excellent organizational and problem-solving skills
- Strong attention to detail, excellent time management, goal- and detail-oriented work style, and meticulous and consistent follow-through on projects.
- Possesses a willingness and ability to support a diverse and inclusive campus community

Section 7: Physical Demands and Working Conditions

Please use the following checklist to identify general physical demands and working conditions. Additional specific physical demands and working conditions required to perform the job should be added. Also indicate any information that would be helpful in understanding any unusual or hazardous conditions associated with performing the position, or specific work schedule information.

General Physical Demands	Lift/Carry/Push/Pull	Use of Chemicals
<input checked="" type="checkbox"/> Requires ability to read	<input type="checkbox"/> Typically less than 10 pounds	<input type="checkbox"/> Limited exposure to chemicals



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<input type="checkbox"/> Must remain in stationary position for long periods of time at desk or computer	<input checked="" type="checkbox"/> Typically 10 to 20 pounds	<input type="checkbox"/> Careful use of chemicals
<input checked="" type="checkbox"/> Requires moving around campus	<input type="checkbox"/> Typically 20 to 50 pounds	<input type="checkbox"/> Use of highly toxic chemicals
<input checked="" type="checkbox"/> Requires occasionally standing, sitting, walking; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; hearing; talking	<input type="checkbox"/> Typically more than 50 pounds	
<input checked="" type="checkbox"/> Requires frequently moving about inside the office to access printer, files, and other materials/equipment		
<input checked="" type="checkbox"/> Operates a computer and other office equipment		
<input checked="" type="checkbox"/> Some travel may be required		

Additional Information:

- Full-time, flexible schedule with occasional evenings and weekends
- International travel (Up to 30%)