

UMMS Research Career Ladder
~ Dry Lab ~

Date: as of 2-2014

Criteria	Clinical Research Assistant	Research Coordinator I	Clinical Research Coordinator I	Research Coordinator II	Clinical Research Coordinator II	Research Project Director
General Summary of Position	Under the direct supervision of the Research Coordinator or designee, the Research Technician is responsible for performing both routine and specialized procedures in support of complex research protocols.	Under the general supervision of the Principal Investigator or designee, the Research Coordinator I is responsible for carrying out multiple complex research protocols	Under the direction of the Principal Investigator or designee, the Clinical Research Coordinator I is responsible for all aspects of collection and management of data for complex treatment, ancillary, and prevention protocols regulated by the FDA or DHHS, and sponsored by federal agencies, foundations, industrial sponsors, or UMass Medical School in support of clinical trials.	Under the general supervision of the Principal Investigator or designee, the Research Coordinator II is responsible for independently carrying out multiple complex and diverse research initiatives.	Under the direction of the Principal Investigator or designee, the Clinical Research Coordinator II (CRC) is responsible for all aspects of collection and management of data for complex treatment, ancillary, and prevention protocols regulated by the FDA or DHHS and sponsored by federal agencies, foundations, industrial sponsors or UMass Medical School in support of clinical trials.	Under the general direction of the Principal Investigator or designee, the Research Project Director is responsible for coordinating the daily operations of research studies.
Major Responsibilities /Scope	This entry level position is expected to support the research mission through telephonic contact with participants and the collection, recording, and updating of pertinent data in relation to protocol	This entry level professional position is expected to contribute to research design and to have face to face contact with survey and/or focus group participants. This position will also perform the initial analysis of data and report on same	This entry level professional position is expected to ensure protocol compliance and contribute to the development of research protocols tools. This position will also ensure that deadlines regarding study deliverables are met and that the initial analysis of data and the resulting reports meet study compliance requirements	This level will design and execute protocols and experiments, modifying protocols as needed. This position will contribute to the writing of the research and oversee the entry level positions. This role is accountable for the outcomes of the work of those levels including data and research compliance	This level will identify and resolve issues with protocol compliance and develop research protocols tools. This position will also ensure that treatment guidelines are consistent, documentation for the central reviews of research intervention is appropriate, and data submissions are timely, accurate, and in compliance	This level is responsible for the efficient and effective coordination of the human, financial, and physical resources for multiple research studies. The scope of this coordination may often include off-site contractors and research partners.
Required Qualifications	Bachelor's degree in a scientific or health care field, or equivalent experience	Bachelor's degree in a scientific or health care field, or equivalent experience 1 year of related experience	Bachelor's degree in a scientific or health care field, or equivalent. 1 year of related experience	Bachelor's degree in a scientific or health care field, or equivalent experience 3 years of related experience	Bachelor's degree in a scientific or health care field, or equivalent experience 3 years of related experience.	Bachelor's degree in a scientific or health care field, or equivalent experience 4 years of related experience Demonstrated knowledge of quality management principles in a scientific or hospital setting
Job Code	MR0011	MR0012	MR0057	MR0013	MR0058	MR0014
Pay Grade	15	41	41	43	43	44
Pay Range	\$32,157 - \$39,645 - \$47,133	\$35,485 - \$48,214 - \$60,944	\$35,485 - \$48,214 - \$60,944	\$42,931 - \$58,323 - \$73,715	\$42,931 - \$58,323 - \$73,715	\$46,592 - \$64,501 - \$82,410
FLSA Status	Non- Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or in-family promotion from Clinical Research Assistant	Requisition or in-family promotion from Clinical Research Assistant	Requisition or in-family promotion from Research Coordinator I or Clinical Research Coordinator I	Requisition or in-family promotion from Research Coordinator I or Clinical Research Coordinator I	Requisition or in-family promotion from Research Coordinator II or Clinical Research Coordinator II