NYU Langone Medical Center, a world-class, patient-centered, integrated, academic medical center, is one of the nation's premier centers for excellence in clinical care, biomedical research and medical education. Located in the heart of Manhattan, NYU Langone is composed of four hospitals - Tisch Hospital, its flagship acute care facility; Rusk Rehabilitation; the Hospital for Joint Diseases, one of only five hospitals in the nation dedicated to orthopaedics and rheumatology; and Hassenfeld Pediatric Center, a comprehensive pediatric hospital supporting a full array of children's health services across the medical center - plus the NYU School of Medicine, which since 1841 has trained thousands of physicians and scientists who have helped to shape the course of medical history. The medical center's tri-fold mission to serve, teach and discover is achieved 365 days a year through the seamless integration of a culture devoted to excellence in patient care, education and research. For more information, go to www.NYULMC.org.

NYU Langone Medical Center provides its staff with far more than just a place to work. Rather, we are an institution you can be proud of, an institution where you'll feel good about devoting your time and your talents. And just as our employees invest so much in us, we invest in our employees. We're pleased to have one of the most competitive compensation packages not only among New York's hospitals and healthcare institutions, but within the corporate sector as well. We begin with exceptional medical, dental, and drug coverage. We enhance this basic coverage with comprehensive wellness programs, and supplement those with retirement investment and benefits plans, and generous paid time off allowances. Add to that a very attractive tuition program, and you'll see just some of the ways that NYU Langone Medical Center demonstrates our commitment to our employees.

NYU Langone Medical Center is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, age, religion, creed, disability, veteran status or any other factor which cannot lawfully be used as a basis for an employment decision.

We require applications to be completed online. If you wish to view NYU Langone Medical Center’s EEO policies, please click here. Please click here to view the Federal "EEO is the law" poster or visit http://www1.eeoc.gov/employers/poster.cfm for more information.

Contacts
Kim Mach

 Desired Skills

We have an exciting opportunity to join our team as a Research Coordinator. To qualify you must have a Bachelor’s degree or equivalent in business administration, health care administration or related field with a minimum of two years of progressively responsible project coordination experience, plus proficiency in using various Microsoft Office applications such as Word, Excel, Access, Power Point, and Outlook, and familiarity with Internet applications.

Clinical Research Coordinator (CRC) Certification, knowledge of basic medical terminology and experience working in an Academic Medical Center is preferred.

Qualified candidates must be able to effectively communicate with all levels of the organization.
Responsibilities

The successful candidate will be responsible for combining and evaluating information and data to make decisions about relative importance of information and choosing the best decision to solve problems; developing a preliminary draft budget and submitting to the Director/Principal Investigator; preparing and submitting grant applications and other grants related activities such as developing grants applications/proposals and fund raising activities; researching, compiling and consolidating data and conducting preliminary analyses to data collected for presentation to sponsoring and regulatory agencies; maintaining annual requirement of ten CEUs in continuing research education; performing EKG, phlebotomy technique, centrifuge, handling, storing and shipping of specimens; screening potential patients/subjects for eligibility to the study; plus all related job duties as assigned.

NYU Langone Medical Center

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