This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.
**Research Coordinator Progression**

**Core Job Duties**

- **Research Coordinator I**
  - Bachelor's Degree
  - 2 years experience.

- **Research Coordinator II**
  - Bachelor's Degree
  - 4 years experience.

- **Research Coordinator III**
  - Bachelor's Degree
  - 5 years experience.

- **Research Coordinator IV**
  - Bachelor's Degree
  - 5 years experience.

**Supervision**

- **Research Coordinator I**
  - No formal supervision of others is required.

- **Research Coordinator II**
  - Responsible for organizing and administering one or more research projects.
  - Works under the direction of a Principal Investigator or project leader.

- **Research Coordinator III**
  - Ongoing responsibility for supervising up to 9 continuing employees.
  - Responsible for the quality and quantity of work of others.

- **Research Coordinator IV**
  - Ongoing responsibility for supervising up to 9 continuing employees.
  - Responsible for the quality and quantity of work of others.

**Scope of Job**

- **Research Coordinator I**
  - Responsible for implementing, monitoring, refining, analyzing, coordinating, and reporting on several research projects.

- **Research Coordinator II**
  - Responsible for initiating, implementing, managing, and coordinating moderate to large research projects.

- **Research Coordinator III**
  - Responsible for supporting complex research projects, as well as managing and directing multiple research projects.

- **Research Coordinator IV**
  - Responsible for planning and coordinating all aspects of multiple research projects across multiple sites.

**Education and Experience**

- **Research Coordinator I**
  - Bachelor's Degree
  - 2 years experience.

- **Research Coordinator II**
  - Bachelor's Degree
  - 4 years experience.

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- **Research Coordinator IV**
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**Core Job Duties**

- **Research Coordinator I**
  - Develop budgets for research projects.
  - Provide orientation and show procedures to personnel and project participants.

- **Research Coordinator II**
  - Perform quantitative analyses of research data.
  - Develop presentations and present to faculty.

- **Research Coordinator III**
  - Responsible for initiating, implementing, managing, and coordinating moderate to large research projects.

- **Research Coordinator IV**
  - Develop presentations and present at meetings, seminars and conferences.
  - Coordinate the activities of research staff and resources.

**Supervision**

- **Research Coordinator I**
  - No formal supervision of others is required.

- **Research Coordinator II**
  - Responsible for the quality and quantity of work of others.

- **Research Coordinator III**
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- **Research Coordinator IV**
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**JE Results**

- **Grade 7**
  - No formal supervision of others is required.

- **Grade 8**
  - Recruit project participants and enlist agencies.
  - Implement and maintain research project.

- **Grade 9**
  - Design and maintain databases, data
  - Gather and compile information and data

- **Grade 10**
  - Identify funding opportunities and coordinate the

- **Grade 11**
  - 2 years experience.
  - Masters Degree
  - Oversee the collection, entry, verification, management, analysis and reporting of data.
  - Use statistical software to analyze data and interpret results.
  - Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
  - Implement and maintain research project budgets. Create financial projections and adjust research project budgets.
  - Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
  - Troubleshoot moderately complex computer problems.
  - Develop presentations and present information and training sessions to project personnel and project participants.
  - Participate in the development of promotion strategies to encourage participation for research projects.
  - Conduct literature searches.
  - Gather and compile information and data required for preparation of scientific papers, abstracts and graphs.
  - Write a variety of letters and memos.
  - Respond to inquiries received from project personnel regarding project issues and procedures.

**Supervision**

- **Research Coordinator I**
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- **Research Coordinator II**
  - Responsible for the quality and quantity of work of others.

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