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

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Education Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>in Exercise Science or a closely related field.</td>
<td>Required</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>in Exercise Science or a closely related field.</td>
<td>Preferred</td>
</tr>
</tbody>
</table>

Work Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 yrs</td>
<td>in exercise prescription or rehabilitation in people with chronic diseases or disabilities.</td>
<td>Required</td>
</tr>
<tr>
<td>Some</td>
<td>in collecting complex neurophysiological, metabolic, and functional outcomes data in clinical populations. Bilingual (English and Spanish)</td>
<td>Preferred</td>
</tr>
</tbody>
</table>
Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACSM - Clinical Exercise Specialist</td>
<td></td>
<td></td>
<td>Preferred or</td>
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<tr>
<td>NSCA Certification</td>
<td></td>
<td></td>
<td>Preferred or</td>
</tr>
<tr>
<td>Ability to obtain within 6-months of employment</td>
<td></td>
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</tbody>
</table>

Knowledge, Skills and Abilities

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

JOB RESPONSIBILITIES

Campus Security Authority  □
Remote Work Capable        □

Essential Functions

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

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

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Sitting</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Lifting</td>
<td>X</td>
<td></td>
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<tr>
<td>Carrying</td>
<td>X</td>
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<tr>
<td>Pushing</td>
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<tr>
<td>Pulling</td>
<td>X</td>
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<tr>
<td>Climbing</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Balancing</td>
<td>X</td>
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<td></td>
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<tr>
<td>Stooping</td>
<td>X</td>
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<tr>
<td>Kneeling</td>
<td>X</td>
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<tr>
<td>Crouching</td>
<td>X</td>
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<tr>
<td>Crawling</td>
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<tr>
<td>Reaching</td>
<td>X</td>
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<tr>
<td>Handling</td>
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<td>Grasping</td>
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<td>Feeling</td>
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<tr>
<td>Talking</td>
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<tr>
<td>Hearing</td>
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<td>X</td>
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<tr>
<td>Repetitive Motions</td>
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<td>X</td>
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<tr>
<td>Eye/Hand/Foot Coordination</td>
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### Working Environment

<table>
<thead>
<tr>
<th>Working Condition</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>Extreme cold</td>
<td>X</td>
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<tr>
<td>Extreme heat</td>
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<tr>
<td>Humidity</td>
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<tr>
<td>Wet</td>
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<td>Noise</td>
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<td>Hazards</td>
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<tr>
<td>Temperature Change</td>
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<td>Atmospheric Conditions</td>
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<tr>
<td>Vibration</td>
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### Travel Requirements

<table>
<thead>
<tr>
<th>Estimated Amount</th>
<th>Brief Description</th>
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