

## Research Coordinator II

**OFFICIAL CLASSIFICATION:** Research Coordinator II (Job Code 003941; FLSA Status – Exempt)

### Full Job Description

The Research Coordinator II for the UF/IFAS Extension Expanded Food and Nutrition Education Program (EFNEP) will oversee phases of several projects under the direction of Dr. Karla Shelnut, Professor and Associate Dean and Dr. Nicole Duffy, EFNEP Associate Director. Key responsibilities include: perform research and evaluation activities for a USDA NIFA AFRI grant titled, “***A Cost-Benefit Analysis of EFNEP Utilizing Biomarkers of Chronic Disease Risk;***” manage Dr. Shelnut’s research lab; and work with the associate director on EFNEP projects.

EFNEP is a federally funded capacity grant program that teaches families with low income how to prepare healthy meals on a budget, among other nutrition skills.

### ESSENTIAL FUNCTIONS OF THE JOB AND PERCENTAGE OF TIME SPENT ON EACH FUNCTION

#### 35% Research

Performs duties for the AFRI grant titled ***A Cost-Benefit Analysis of EFNEP Utilizing Biomarkers of Chronic Disease Risk.***

Activities in the CBA grant include:

- Coordinate and travel to multiples sites for data collection.
- Overseeing the collection of biomarkers in accordance with study protocol: Hemoglobin A1C, height, weight, pulse and blood pressure.
- Comply with institutional policies and guidelines when collecting survey responses for study.
- Oversees participant payment processes in compliance with IRB, treasury management and study protocol.
- Communicate reminders, updates, and other crucial information with participants, partners, grant team, study staff and other relevant parties, as necessary.
- Enter participant data in WebNEERS and Qualtrics.
- Manage supply inventory located in Gainesville.

#### 25% Managing Projects

- Supports the associate director with all projects as needed.
- Works in collaboration with project stakeholders within EFNEP to define project scope, goals, and deliverables.
- Assisting with interpretation and implementation of policy and procedures through developing work plans and status reports.
- Coordinates project meetings for the state team.
- Ensuring the necessary steps are taken by team members making sure the projects are meet on deadlines.
- Manages students/research assistants in Dr. Shelnut’s lab.

#### 10% Reporting

Maintains accurate data records, IRB records, and reports on different projects. Submits reports on time for Supervisor or other designee. Should be comfortable using Microsoft Office Software.

### **10% Travel**

This position requires travel to sites across the state for data collection in Alachua, Escambia, Hillsborough, Miami-Dade, Orange, and Palm Beach Counties.

### **10% Training**

Develop and provide training for Extension and research staff on program data collections and grants.

### **10% Other duties as assigned by supervisor.**

### **Supervision**

This position will be co-supervised by Dr. Karla Shelnett and Dr. Nicole Duffy.

This position will supervise students/research assistants as needed.

### **Normal Work Schedule**

40 hours, Monday through Friday, 8AM – 5PM. Due to the nature of this position, some overnight travel will be required, including trips to program sites.

Some weekend hours before or after 8AM - 5PM travel to program sites will be required.

### **Salary**

\$50,000 - \$60,000 commensurate with education and experience

### **Minimum Qualifications**

Bachelor's degree in an appropriate area and two years relevant experience or an equivalent combination of education and experience.

Candidates must be supportive of the mission of the Land-Grant system (teaching, research, and outreach) and must have a commitment to EFNEP core values.

### **Preferred Qualifications**

Position will involve some overnight travel. Candidates should have demonstrated skills in verbal and written communication, interpersonal relationships, problem-solving, and organization. Candidates must possess technological literacy and have the ability to learn new software and technology.

A high degree of accuracy and timeliness in all work. Demonstrate a strong work ethic, dependability, and resourcefulness. Ability to maintain complete and organized records.

Fluent in English and Spanish.

Willingness and ability to travel independently.

Degree in human nutrition is preferred.

Ability to utilize statistical software to analyze data. Able to follow directions and complete reports. Ability to work both as a team and independently preferred.

### **Required Licenses, Certifications, and Other Specific Requirements of Law**

Valid driver's license and reliable daily transportation for business travel required.

Section 435 Background check required.

### Other Characteristics

This is a grant-funded, time-limited position.

### Communication

Frequent contact with statewide EFNEP or other universities involved in the research.

### Statement of Responsibility for Confidential Data

This position will have access to participant self-reported and biometric data, including contact, demographic, income, and nutritional status information.

### Policy Making and/or Interpretation.

Interpret University of Florida, State of Florida, and USDA NIFA policies and guidelines as needed.

### Marginal Functions

Other duties as assigned by supervisor.

### Monetary Responsibility

Will handle research participant payments (RPP) for research.

**Immediate Supervisor:** Dr. Nicole Duffy