



Penn Medicine



Children's Hospital  
of Philadelphia

## ADULT CONGENITAL HEART CENTER PHILADELPHIA

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**Position:** Clinical Research Coordinator

**Job Description:** Are you considering medical school but interested in gaining more relevant experience during a gap year before applying? Do you enjoy participating in research but want to learn more about clinical research? Is cardiology and/or cardiac surgery an area of potential interest to you? The Philadelphia Adult Congenital Heart Center, a joint program of the Children's Hospital of Philadelphia and Penn Medicine, is looking for a motivated recent graduate who would like to work closely in a program dedicated to the clinical care of adult patients with congenital heart disease. Research is a central focus in this new and rapidly growing subspecialty.

The research coordinator for the Philadelphia Adult Congenital Heart Center will serve as the central point-person of contact for research activities involving the program and patients, reporting directly to the medical director. This position offers the opportunity to build competencies in clinical research, conduct mentored independent research, and gain exposure to the practice of medicine.

Responsibilities include, but are not limited to:

- Coordinate and participate in the conduct of clinical research protocols including screening, enrollment, and monitoring of patient participants.
- Maintain required records of study activity including case report forms, survey instruments, or regulatory forms and maintain data in secured database.
- Prepare protocol related documents for submission to the Institutional Review Board and maintain annual IRB approvals, amendments, and essential documentation.
- Monitor study activities to ensure compliance with protocols and with all relevant regulatory and institutional policies.
- Participate in the scientific process of research study design, background literature search, data analysis, and preparation of written reports, oral presentations, or manuscripts.
- Review scientific literature, participate in continuing education activities, or attend conferences and seminars to maintain current knowledge of clinical studies affairs and issues.
- Provide research support to the Center's physicians, fellows, residents, and students and ensure all research staff are up to date with training in accordance with hospital policies.
- Organize and facilitate monthly research meetings and ensure projects run on a timeline.
- Develop independent research project for national conference attendance and manuscript submission.

**Dates:** June 1, 2024 – June 1, 2026 (tentative start and end dates)

**Location:** Children's Hospital of Philadelphia, 3401 Civic Center Blvd, Philadelphia, PA

Perelman Center for Advanced Medicine, 3400 Civic Center Blvd, Philadelphia, PA

**Hours:** Full time (40 hours per week)

**Preferred Skills and Experiences:**

- Bachelor's degree minimum
- Previous research experience demonstrated through prior work experience and/or academic course study
- Familiarity with principles of protocol development, study design, and IRB process

- Proficiency in computer programs (e.g. Microsoft Word, Excel, Access)
- Familiarity with data management and analysis tools such as R or SPSS is an asset
- High level of initiative and able to work independently
- Excellent interpersonal and communication skills with ability to work with diverse constituents (e.g. clinicians, patients, staff, students)
- Strong project management and analytical skills

**Application:** Please submit the following materials (in PDF format) to Molly Eron at [molly.eron@pennmedicine.upenn.edu](mailto:molly.eron@pennmedicine.upenn.edu) (please include “CRC Application” in the subject line)

- Resume
- 1-2 page cover letter

Please detail your interest and experience in research and include any other points of interest you may feel are relevant to this position.

**Deadline:** Applications will be reviewed on a rolling basis. Applicants are encouraged to send all materials by April 1, 2024.

**Questions:** Please direct any questions to Molly Eron at the email address above.