Clinical Research Coordinator Job Announcement
Vanderbilt Memory & Alzheimer’s Center

Job Description
The Vanderbilt Memory & Alzheimer’s Center is accepting applications for a Clinical & Translational Research Coordinator position. The coordinator position is part of the Vanderbilt Memory & Aging Project, a large, longitudinal NIH-funded clinical research study. This prospective study focuses on identifying risk factors for abnormal brain aging, including Alzheimer’s disease, with an emphasis on cardiovascular and cerebrovascular health. The coordinator implements study-related procedures and contributes to data collection, particularly protocol administration (including neuropsychological assessment). More details on the position responsibilities are described below.

Responsibilities
Protocol Implementation & Coordination
- Scheduling participant appointments, conducting appointment reminder phone calls, preparing and distributing participant mailings
- Administering and scoring neuropsychological protocols and depression screens
- Collecting medical history information from participants and their loved ones
- Accompanying participants to visit procedures, such as blood work, brain MRI, and cardiac imaging appointments
- Reviewing participant and study partner questionnaires for accuracy and completeness
- Coordinating preparation and distribution of ambulatory blood pressure and actigraphy monitors

Data Management & Administrative Activities
- Completing medical record requests and manage medical record data
- Maintaining participant charts, including source documents, medical release forms, and consent documents
- Completing disbursement/reimbursement paperwork for participant payments
- Managing inventory and purchase supplies
- Coding, entering, and managing participant data
- Contributing to participant retention activities
- Coordinating weekly team meetings, including scheduling, material preparation, and documentation of discussions
- Running data reports on follow-up and retention statistics to support annual progress reports

The position provides an excellent opportunity to develop and refine clinical research skills and work within a large interdisciplinary team of experts in neuropsychology, vascular neurology, cognitive and behavioral neurology, neuroradiology, cardiology, and genetics.

Position Requirements
Bachelor’s degree is required for this position (e.g., psychology, neuroscience, biology, or related field). Prior research experience is preferred though not required. Candidates should be proficient in all Microsoft applications with excellent organizational skills and attention to detail. Candidates should also be able to master tasks quickly and independently and work well as part of an interdisciplinary team. Excellent professionalism and people skills are required.

Application Instructions
To apply, please email Dr. Angela Jefferson (angela.jefferson@vumc.org) with a cover letter detailing your interest in this position, your resume, and contact information. Please list the Job ID 1901220 in the subject of your email. You may also apply to the position through Vanderbilt’s HR website (https://careers.vumc.org) by searching for Job ID 1901220. Please visit us online for more information about the Vanderbilt Memory & Alzheimer’s Center (www.vanderbiltalzheimers.com).