Join Our Palliative Care Research Center at the University of Pittsburgh!

PaRC Research Project and Administrative Coordinator

The Palliative Research Center (PaRC) in the Division of General Internal Medicine within the Department of Medicine is seeking a qualified Research Project and Administrative Coordinator. The Coordinator will report to the Palliative Care Research Program Manager and will coordinate research activities and the administrative needs of PaRC. Duties include: preparing IRB submissions; setting up forms and small databases; coordinating various project start-up tasks for PaRC faculty, fellows, and mentees; coordinating PaRC’s programming, meetings, Twitter/newsletters/other publicity, and mentees; supporting the development of manuscripts and grant proposals; and maintaining the palliative care research website. Incumbent must have high-level organizational skills, research project coordination experience, and strong written and oral communication skills. Ideal candidates will have a Bachelor’s degree and at least one year of professional work experience. Ideal candidates will also have a strong interest in palliative care. If interested, please contact Judi Resick at jmr58@pitt.edu or 412-327-7127.