Job Title: Clinical Research Coordinator  
Job Level: Entry Level  
Location: Washington, D.C.  
Hospitals: Howard University Hospital  
Salary Range: $40,000 per year plus benefits  
Position type: One to two years full time  
Main Contact: Sharon Dowell, MD  
Ginette Okoye, MD  
Additional Contacts: Ilona Jileaeva  

Please Submit Applications By: 
E-MAIL: ilona.jileaeva@howard.edu (Ilona)  
Subject Line: CRC Job Posting  
MAIL: Sharon Dowell, MD  
Howard University Hospital  
2041 Georgia Ave., NW  
Tower Building Suite 2303  
Washington, DC 20060  
FAX: (202) 865-6448  
Attention: Sharon Dowell, MD  
*Please include name and contact information

Job Description:  
Dr. Sharon Dowell, a rheumatologist, and Dr. Ginette Okoye, a dermatologist at Howard University Hospital are looking for a clinical research coordinator to begin June 1, 2020. Coordinators will manage multiple clinical research studies (investigator initiated and clinical trial) relating to the treatment of patients with a wide array of rheumatic diseases and dermatologic conditions.  
Responsibilities include patient recruitment & follow-up, communication with local IRB and sponsors, data gathering & entry, handling of tissue samples, budgeting, organizing an annual conference, and other research-related tasks as needed.  
You will have the opportunity to participate in weekly seminars for residents and fellows and work alongside doctors in two departments. This position is ideal for recent graduates interested in having frequent patient interaction, gaining experience in a healthcare setting, gaining experience in the business of research, and shadowing doctors prior to medical or graduate school.  
QUALIFICATIONS AND REQUIREMENTS:  
1. Undergraduate degree (all majors are encouraged to apply).  
2. Interest in research (medical and/or academic)  
3. Positive attitude  
PREFFERED SKILLS:  
1. Strong work ethic, problem solving skills, independent thinker, multitasking, discipline, quality of work, and teamwork  
2. Experience with IRB  
3. Ability to speak Spanish is desirable, but not required.  
APPLICATION INFORMATION:  
If you are interested, please send resume and cover letter to the fax, email, or mail address provided above by April 20th, 2020. Due to the COVID-19 pandemic, all interviews will be virtual.  
Approved By: Sharon Dowell, MD  
Date: April 01, 2020