

Position Description

Research Coordinator

Location	Columbia Global Center Athens, Greece
Reports To	Director, Columbia Global Center Athens, in coordination with the Principal Investigator(s)
Appointment Type	Full-time, fixed-term appointment for 18 months, with the possibility of extension pending continued grant funding
Compensation	€30,000–€35,000 gross annually, commensurate with experience

About Columbia Global Centers

Columbia Global Centers | Athens is part of a network of 11 global centers of Columbia University in the City of New York, one of the world's leading academic institutions. The centers were created to drive transformative connections between the university and the world, fostering innovation, understanding, and engagement. Columbia University launched the Athens Center in November 2022 to engage in-country partners on issues related to Climate Change; Migration and International Affairs; Business and Innovation; Classics & Ancient Studies; Arts & Culture; Global Health & Preparedness; and Medicine, among others. The Global Centers are part of the broader Columbia Global initiative, which leverages the remarkable scholarship, expertise, and resources of Columbia University to help address the world's most complex challenges while fostering intellectual endeavors that inspire, surprise, and push the boundaries of our thinking.

Position Summary

The Athens Global Center seeks an experienced Research Coordinator who will work closely with the Director of the Center and the Principal Investigator(s) from Columbia University leading an oncology research initiative. This is a dynamic, cross-functional role centered on research coordination and program operations, requiring a professional who can liaise effectively between Columbia University and Greek project partners, manage the operational dimensions of a complex, multi-site program, and communicate its impact to a non-specialist audience.

The Research Coordinator will be responsible for the full arc of program activity, from the early stages of project development and budget planning through implementation, monitoring, and dissemination of results. In practice, this will involve stewarding relationships with a broad network of institutional, clinical, and philanthropic partners in Greece and internationally; assisting in the design, budgeting, and implementation of research initiatives; planning and executing high-profile academic events such as symposia and clinical conferences; and ensuring that program milestones are tracked, documented, and reported against established frameworks. The role requires a working understanding of the clinical protocols and technical equipment involved in the study to coordinate effectively across research, clinical, and technical teams; the Research Coordinator will not be responsible for conducting clinical trial procedures directly.

The successful candidate will bring a combination of research fluency, organizational discipline, and strong written communication skills, and will be expected to operate with a high degree of initiative and professional maturity in a fast-paced, mission-driven environment.

Responsibilities

Program Development and Implementation

- Lead the planning and implementation of programs, exercising independent judgment and taking end-to-end ownership of program workflows from concept through completion.
- Coordinate with various Columbia University departments and Global Center stakeholders to arrange program logistics and ensure that all stakeholders have timely information about program implementation from start to finish.
- Organize and schedule meetings, including logistical arrangements, preparing agendas, taking minutes, and following up on action items, and assist in planning and executing related events.

Research Coordination and Liaison

- Serve as the primary liaison between Columbia University and Greek project partners, coordinating logistics, timelines, and communication across both sites.
- Maintain a working knowledge of the study's clinical protocols and technical equipment to coordinate effectively across research, clinical, and technical teams; direct conduct of clinical trial procedures is not a function of this role.
- Conduct computer-based database management (RedCap, Epic, Excel, etc.).
- Assist with the preparation of institutional review board (IRB) forms, material transfer agreements (MTAs), data use agreements (DUAs), and maintenance of study documentation.
- Maintain and organize study documentation and records; compile data and assist in consolidating and analyzing data for presentation and support evaluations of program effectiveness.

Communications

- Develop and implement communication plans to promote the visibility and impact of programs.
- Create and manage content, including newsletters, press releases, and promotional materials.
- Coordinate with the media to highlight the organization's impact and program success.

Fundraising and Financial Management

- Assist the PI and Center Director in the development of grant proposals and cultivating relationships with potential donors and partners.
- Prepare donor reports in coordination with the Athens Center team and the PI.
- Assist in the development of budgets for new projects and grants in collaboration with program teams in New York and the Center's Finance Manager.

Other Duties

- Carry out additional duties as assigned that are incidental to, and consistent with, the primary scope of this position; such duties shall not routinely displace the core responsibilities described above.

Minimum Qualifications

Master's degree in a relevant field required; PhD preferred. Minimum of 3–5 years of relevant research coordination experience required. Fluency in both English and Greek (written and spoken) is required, given the

role's liaison responsibilities between Columbia University and Greek project partners. Familiarity with clinical research protocols and technical/medical equipment is a plus; direct clinical trial experience is not required.

Additional Position-Specific Qualifications

- Strong communication, interpersonal, and organizational skills.
- Strong initiative with a proactive and results-driven attitude, a problem solver, and the ability to establish priorities.
- Ability to work under pressure, autonomously, and to exercise good independent judgment.
- Confidentiality and discretion are required.
- Agility and capability to work on multiple projects and domains simultaneously.
- Extremely strong organizational skills.
- Excellent computer skills.

Pre-Employment Screening

As with all Athens Global Center positions, an offer of employment is contingent upon the successful completion of a background check and reference checks prior to the incumbent's start date.

How to Apply

Interested candidates should submit a CV, cover letter, and any supporting materials (such as publications, articles, or presentations relevant to the role) to columbiaglobalopportunities@columbia.edu. Please include "Research Coordinator – Athens Global Center" in the subject line of your email response to be considered. Applications will be reviewed on a rolling basis until the position is filled.