Title: Sr Clinical Research Coordinator

Pay Scale Group: 77 I (Broadband)

Essential Function

Under general supervision from a designated mentor, actively participate, plan, evaluate, and coordinate research projects or a multi-clinical research program for a University department. Work with minimal oversight, mentor Level 1 employees; manage study assistants.

Characteristic Duties

Assist in planning and implementing the clinical study's goals and objectives; organize patient enrollment planning; conduct quality assurance activities, compile and analyze data;

Coordinate nursing and patient care and/or patient follow-up functions of the clinical study including planning and developing related activities;

Develop and implement procedures, maintain records, track progress, and conduct quality assurance on data collected;

Prepare, submit and assist director with multiple levels of research documentation (i.e., IRB submissions, educational materials, reports, grant renewal reports and study forms);

Act as a liaison with medical staff, university departments, ancillary departments and/or satellite facilities;

May serve as a resource person or act as a consultant within area of clinical expertise;

Provide direct supervision to non-exempt staff (i.e, hiring/firing, performance evaluations, disciplinary actions, approve time off, etc.);

Maintain regulatory documentation;

Perform related duties including Level 1 duties based on department need.

Minimum Qualifications

Bachelor's degree or equivalent. Degree must be in a health-related field. Two (2) to five (5) years relevant experience.