# Clinical Program Associate– Position Description

## Position Purpose

Work under the direction of the Program Manager, Program Director or Principle Investigator to coordinate the programmatic and day-to-day administrative activities of the program. Provide support to the team to facilitate the achievement of the program’s goals. May spend a percentage of work time coordinating patient care to program participants.

## Duties and Responsibilities

* Coordinate patient care related to clinical programs; assist in the scheduling of patient appointments in a timely manner.
* Collaborate on the development of program materials including education materials, marketing materials, websites, forms, and reports.
* Collaborate to develop, implement, and maintain comprehensive databases related to the program.
* Support the Division Chief and Faculty in their daily activities including scheduling meetings, recording information, distributing reports, maintaining calendars, and making travel arrangements.
* Maintain program timeline including tracking deadlines for program components.
* Monitor program budget.
* Create and maintain all division schedules related to faculty, fellow, resident, and student rotations including conference schedules.
* Organize internal and external meetings, site visits, and special events.
* Conduct or coordinate training for program participants.
* Collect, analyze, and disseminate program data including reporting program data and progress to program stakeholders.

## Knowledge, Skills and Abilities

Knowledge of computers, clerical procedures, customer service standards, collaboration, and information management. Organization, time management, interpersonal, communication, and problem solving skills

## Position Requirements

Education: Bachelor's degree

Experience: 1 year

FLSA: Non-exempt