# Clinical Research Coordinator ll– Position Description

## Position Purpose

Perform the day-to-day administrative activities of clinical research trial programs. Provide support to the team to facilitate the achievement of the program’s goals. Assist with recruiting, training, and supervising staff and managing the program budget.

## Duties and Responsibilities

• Recruit, screen, enroll and obtain consent from program participants. Conduct or coordinate training for program participants.

• Coordinate research protocols including arranging necessary appointments and procedures, working collaboratively with other departments and institutions, and maintaining contact with study participants.

• Collect, analyze, and disseminate research data. Report program data and progress to study investigators. Work with Principal Investigator to develop, implement, and maintain comprehensive databases and files related to the program.

• Identify problems or obstacles in the system/procedures related to implementation of the research protocols and communicate to the study investigators.

• Assure compliance with all relevant IRB and other regulatory agency requirements.

• Prepare IRB documents and reports. Evaluate and write of research protocols in collaboration with the study investigator.

• Collaborate on the development of program materials including educational materials, marketing materials, websites, forms, and reports.

• Maintain program timeline including tracking deadlines for program components.

• Coordinate program outreach activities including acting as a liaison with community organizations. Organize internal and external meetings, site visits, and special events.

• Monitor study related budgets. Participate in the development of program resources through literature searches, contact with outside programs, and review of funding opportunities.

## Knowledge, Skills and Abilities

Knowledge of biology, clinical judgment, medicine, cultural awareness, and consulting.

Medical documentation, interpersonal, practice-based learning and improvement, empathy, and decision-making skills.

## Position Requirements

Education: Bachelor’s Degree

Experience: 2 years

FLSA: Exempt