# Clinical Research Coordinator lll– Position Description

## Position Purpose

Coordinate the day-to-day administrative activities of the clinical research trials program. Provide support to the team to facilitate the achievement of the program’s goals. Recruit, train, and supervise staff and manage study budgets.

## Duties and Responsibilities

• Oversee the recruitment, screening, enrolling and obtaining of 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.

• Oversee the collection, analysis, and dissemination of research data. Report program data and progress to study investigators. 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.

• Coordinate and manage program outreach activities including acting as a liaison with community organizations.

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

• Manage program timeline including tracking deadlines for program components.

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

• Manage study related budgets and provide reports as required to department administration and funding agencies. 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, chemistry, mathematics, documentation, and records management.

Data utilization, complex problem solving, critical thinking, resource management, and writing skills.

## Position Requirements

Education: Bachelor’s degree

Experience: 5 years

FLSA: Exempt