



“REAL WORLD” OPPORTUNITIES

UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Sr Health Project Coord Ref# 151711

Start Date: IMMEDIATE

GENERAL PURPOSE:

BRIEF DESCRIPTION OF DUTIES:

- Directs the planning, implementation, coordination, operation, and evaluation of a segment of an interdepartmental or regional health project. Coordinates the efforts of project members to provide investigative, administrative or training support for the project. Provides professional direction within the project. Maintains a working knowledge of the area(s) of expertise by reviewing research literature and abstracts, attending pertinent meetings and seminars. Coordinates maintenance of project budget, the preparation of data for budget requests and financial reports. Coordinates expenditure controls. Establishes guidelines for distribution of expenses. Provides budget information and prepares financial reports based on the cost factors of the project. Manages clinical study research studies, including managing budgets, protocols, and obtaining consents for single and multiple site clinical trials. Develops, reviews and approves case report format and study-specific procedure manual. Serves as liaison between PI, pharmaceutical companies, study site, and sponsoring and governmental agencies. Ensures compliance with acceptable regulatory requirements and IRB standards. Ensures integrity of all study data collected. Ensures protocol activities are administered consistently across studies. Analyzes data and prepares drafts of reports or recommendations for publication or grant requests. Keeps up-to-date with current federal regulations for conducting clinical studies according to GCPs. Keeps current with industry standards and therapeutic areas relevant to sponsored studies.

REQUIRED QUALIFICATIONS:

Requires Bachelor's degree with major course work in an appropriate health, social or technical field; two to three years of related experience; or an equivalent combination of education and experience. Work independently within scope of practice with minimal supervision from Principal Investigator. RN and/or Certified Clinical Research Coordinator (CCRC) desirable.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.