



March 2008

Dear Colleague:

Founded in 1863, Hospital for Special Surgery (HSS) is a world leader in orthopedics, rheumatology and rehabilitation. HSS is nationally ranked No. 1 in orthopedics, No. 3 in rheumatology by U.S. News & World Report (2007), and has received Magnet Recognition for Excellence in Nursing Service from the American Nurses Credentialing Center. Located in Manhattan, HSS is in close proximity to New York-Presbyterian Hospital, Weill Medical College of Cornell University, Memorial Sloan-Kettering Cancer Center and The Rockefeller University. The Research Division of HSS is dedicated to basic and patient-oriented research of various musculoskeletal and immune system diseases, as well as to the development of innovative modalities for their treatment. Research at HSS is supported in part by funding from federal, foundation i.e. Arthritis Foundation, Orthopedic Research and Education Foundation, and SLE Foundation, and industry and other funding sources.

We are currently conducting a search for the **Director of Clinical Research Administration**. Reporting to the Vice President for Research Administration, the Director is responsible for the overall management and oversight of an integrated clinical research support program at HSS. The Clinical Research Department (CRD) provides support of a complete patient-oriented clinical research enterprise, allowing HSS to manage, support and foster clinical research, incorporate industry-best practices, and provide an environment for conducting safe, compliant, and scientifically valuable patient-oriented clinical research. The Director is a member of the administrative leadership team of the Research Division and provides strategic information on overall clinical research activity for institutional planning purposes.

To qualify requires a Masters degree in business administration or related field and a minimum of 5 years of progressively more experience in clinical research in an academic setting, including comprehensive knowledge of clinical research administration, finance and compliance. Knowledge of all federal and state regulations and guidelines pertaining to the conduct of human subject's research. Knowledge and understanding of sound principles, methods, systems, and processes for controlled clinical trials involving human subjects.

Hospital for Special Surgery is an Equal Opportunity Employer.

For full consideration, a letter of interest, resume and three professional references must be received by April 4, 2008. E-mail applications accepted. Please send the above information in confidence to:

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