

CHILDRENS MEMORIAL HOSPITAL
Chicago, Illinois

POSITION DESCRIPTION

Position Title:	Assistant Director, Grants & Contracts	FLSA Status: Exempt	<i>(Exempt)</i>
Department:	Office of Sponsored Programs	Date Created:	4/25/2006
Reports To:	Director, Office of Sponsored Programs	Date Revised:	06/20/2008

General Summary of Position Responsibility:

Reports to the Director, Office of Sponsored Programs, Children's Memorial Hospital, and is responsible for negotiating industry sponsored clinical trials and other contracts/subcontracts;

Essential Job Functions:

1. Develops budgets for clinical trials and provides pre-award support for researchers and scientists.
2. Negotiates clinical trial agreements, other research agreements/subcontracts funded by external sponsors.
3. Interprets Federal, State and Institutional policies, procedures, guidelines and provides this information to Principal Investigators (PIs) on a daily basis.
4. Coordinate routing administrative aspects of all research programs with principal investigators.
5. Carries out administrative policies, procedures and direction of, Director, OSP, Chief Administrative Director, the President and Scientific Director, Children's Memorial Research Center (CMRC) and the CMRC Board of Directors regarding allocation and utilization of CMRC resources.

Knowledge, Skills and Abilities:

1. A level of knowledge normally acquired through the completion of a Bachelor's Degree. CRA Certification preferred.
2. Minimum of one to three years of research administration including regulatory review experience in a hospital, university or other research setting' clinical trial/contract experience required.
3. Demonstrated knowledge of Microsoft Office required.
4. Strong interpersonal skills necessary to interact and communicate effectively with physicians, Principal Investigators, and medical center personnel, and external funding agencies, and to maintain a variety of internal and external contacts.
5. Possess and excellent command of the English language including excellent reading comprehension and the ability to craft appropriate language for contracts is require' medical terminology is required.
6. Organizational Skills: Ability to establish priorities and react promptly to a large variety of requests and needs sometimes in stressful situations

Working Conditions:

Normal office environment. Minimal likelihood of occupational exposure to pathogens during the performance of assigned duties

General Understanding and Nature of the Position Description

In accordance with the Americans with Disabilities Act, the above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.