

Executive Director

Position Details

Position Information

Recruitment/Posting Title	Executive Director
Job Category	Staff & Executive - Executive
Department	NJMS-Cancer Center Initiative

Overview

New Jersey's academic health center, Rutgers Biomedical and Health Sciences (RBHS) takes an integrated approach to educating students, providing clinical care, and conducting research, all with the goal of improving human health. Aligned with Rutgers University–New Brunswick and collaborating university wide, RBHS includes eight schools, a behavioral health network, and five centers and institutes that focus on cancer treatment and research, neuroscience, advanced biotechnology and medicine, environmental and occupational health, and health care policy and aging research.

Our faculty are teachers, clinicians, and scientists with unparalleled experience who advance medical innovation and provide patient care informed by the latest research findings. We offer an outstanding education in medicine, dentistry, pharmacy, public health, nursing, biomedical research, and the full spectrum of allied health careers.

Our clinical and academic facilities are located throughout the state—at Rutgers University–New Brunswick, including Piscataway; and at locations in Newark, Scotch Plains, Somerset, Stratford, and other locations. Clinical partners include Robert Wood Johnson University Hospital in New Brunswick, Newark's University Hospital in Newark, and other affiliates.

Through this community of healers, scientists, and scholars, Rutgers is equipped as never before to transform lives.

Rutgers RBHS is an anchor institution that boasts locations in Newark, New Jersey, a city of promise.

Posting Summary

Rutgers, The State University of New Jersey is seeking a Executive Director for the Clinical Research Unit (CRU) within Rutgers, New Jersey Medical School (NJMS). The CRU is a core facility, available to support NJMS faculty in their clinical research endeavors. The Executive Director is responsible for the administrative and financial stewardship of the CRU. The Director is responsible for programmatic growth and direction, planning and evaluation of the delivery, management, and overall operation of services provided by the CRU. This includes all regulatory, data management, and staff and nursing management in accordance with Food & Drug Administration (FDA), Good Clinical Practice (GCP) guidelines and Institutional Review Board (IRB) policies.

Among the key duties of this position are the following:

- Serves as the administrative leader for the program and in conjunction with physician leadership, senior administrative leaders, the RBHS Clinical Trials Office (CTO), and University Hospital to promote cohesive, coordinated and innovative program development with goals and objectives that address clinical, service, quality, and financial performance.
- Responsible for day-to-day operational management of staff and data management activities for the CRU. Provides clinical oversight and direction in trial execution, including enrollment, patient consent procedures, specimen processing, drug distribution, patient safety, and case report from completion. Manages standard of cares issues and implements corrective actions.
- Defines and achieves financial targets in support of business goals of the CRU, including budget development and oversight, in cooperation with the NJMS Office of Finance.
- Assists with clinical trial budget development and invoicing in cooperation from the CTO.
- Responsible for the development, implementation and evaluation of standard operating procedures (SOPs) for clinical research conducted using the CRU. Develops, implements and evaluates SOPs for individual projects as needed.
- Maintains a current knowledge and understanding of Food and Drug Administration (FDA) and Department of Health and Human Services (DHHS) regulations as they pertain to clinical research. Maintains an understanding of Good Clinical Practice (GCP) guidelines as well as other applicable international guidelines and regulations as they

pertain to the countries where research is conducted. Assures that research program activities are in compliance with all applicable guidelines and regulations. Serves as a resource to personnel, collaborators and research program staff on applicable regulations and guidelines.

Position Status Full Time

Hours Per Week

Daily Work Shift Day

FLSA Exempt

Grade 09

Position Salary

Annual Minimum Salary 108116.000

Annual Mid Range Salary 136846.500

Annual Maximum Salary 165577.000

Standard Hours 37.50

Union Description Admin Assembly (MPSC)

Payroll Designation PeopleSoft

Benefits Rutgers offers a comprehensive benefit program to eligible employees. For details, please go to <http://uhr.rutgers.edu/benefits/benefits-overview>. Rutgers also offers a benefit program to eligible full-time postdoctoral fellow students. For details, please go to <https://finance.rutgers.edu/healthcare-risk/insurance/postdoctoral-health-insurance>.

COVID-19 Immunization Requirement Under [Policy 60.1.35](#), Rutgers University requires all prospective employees to provide proof that they are fully vaccinated and have received a booster (where eligible) against COVID-19 prior to commencement of employment, unless the University has granted the individual a medical or religious exemption. Prospective employees who are not eligible for a booster at the time of an offer of employment must provide proof they have received a booster within two weeks (14 calendar days) of [eligibility](#). Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of any COVID-19 vaccine authorized or approved for use in the United States by the United States Food and Drug Administration (FDA) and recommended by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). Eligibility for a booster against COVID-19 varies and is explained on the University's web site located at <https://coronavirus.rutgers.edu/covid-19-vaccine>. Failure to provide proof of primary vaccination and booster will result in rescission of a prospective employee's offer of employment and/or disciplinary action up to and including termination.

Seniority Unit

Terms of Appointment Staff - 12 month

Position Pension Eligibility ABP

Qualifications

Minimum Education and Experience

- Graduation from a Baccalaureate Degree program in nursing is required.
- Requires ten (10) years of clinical research experience including progressively responsible leadership experience within a large healthcare institution.

Certifications/Licenses

- Professional Registered Nurse in the State of New Jersey.

Required Knowledge, Skills, and Abilities

- Demonstrates a working knowledge of regulatory requirements including the New Jersey Nurse Practice Act.
- Maintains current knowledge base of industrial, Food and Drug Administration (FDA), Good Clinical Practice (GCP) guidelines, and Institutional Review (IRB) policies.
- Demonstrates sound knowledge of GCP guidelines and the Code of Federal Regulations (CFR).
- Outstanding human relations and leadership skills, and the ability to function in a team environment.

Preferred Qualifications

- Masters Degree in nursing, business administration or healthcare administration.
- Certification in clinical field preferred (OCN, CCRC, CCRP).
- Knowledge of how to accomplish superior performance in a unionized environment.

Equipment Utilized**Physical Demands and Work Environment**

- Lift or exert up to 25 lbs.

Special Conditions

Posting Details

Posting Number 22ST1352

Posting Open Date**Special Instructions to Applicants**

Regional Campus Rutgers Biomedical and Health Sciences (RBHS)

Home Location Campus Newark (RBHS)

Location Details

Pre-employment Screenings

All offers of employment are contingent upon successful completion of all pre-employment screenings.

Infection Control and Safety

This position is subject to all Rutgers University policies, including TB surveillance and other infection control and safety policies. Please review the [Tuberculosis Surveillance Policy](#) for additional information.

Affirmative Action/Equal Employment Opportunity Statement

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: <http://uhr.rutgers.edu/non-discrimination-statement>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a graduate from a Baccalaureate Degree program in nursing?
 - Yes
 - No
2. * Do you have at least ten (10) years of clinical research experience including progressively responsible leadership experience within a large healthcare institution?
 - Yes
 - No
3. * Are you a Professional Registered Nurse in the State of New Jersey?
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume/CV
2. Certifications/Licenses

Optional Documents

1. Cover Letter/Letter of Application