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| **Oklahoma State University Position**  The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **Employee Details** | | |  |  | | --- | --- | | Employee First Name |  | | Employee Last Name |  | | Employee ID Number |  | | | **Position Information** | | |  |  | | --- | --- | | Item Number |  | | Approved Position Title: | Director of Clinical Research | | Proposed Class Code/Title: |  | | Department |  | | Campus: | Center for Health Sciences | | Position Type: | Staff | | Exceptional working conditions: | Local travel to Center for Health Sciences and area clinics | | Please list the job titles and number of employees supervised. | Supervises Four (4) Clinical Trial Coordinators | | Proposed Hiring Range: | Commensurate | | Payroll Type: |  | | **REQUIRED:** |  | | Describe any exposure to physical danger and/or environmental hazards: |  | | Describe any physical requirements: *(lifting and repetitive motions)* | Ability to lift and carry 20 pounds, stoop, reach, stand, walk, finger, grasp, feel, talk, hear, see, and perform repetitive motions with or without reasonable accommodations. | | Degree: | Master’s degree with certification from SoCRA or ACRP | | Field of Study: | Health sciences, behavioral sciences, or other human research areas of study | | Experience: | Master’s degree in field related to clinical research. Three years of experience developing and managing clinical research and clinical trials. Experience writing protocols, identifying and securing new clinical research opportunities. | | Certifications, Registrations, or Licenses Please list any certifications, registrations, or licenses required as a prerequisite of employment. |  | | Skills, Proficiencies and Knowledge Please list the skills, proficiencies and knowledge needed to perform the essential duties of the position. | Preferred proficiencies in:   * Strong interpersonal, leadership, and communication skills with the Ability to collaborate with physicians, sponsoring agencies, participants, and Clinical Trial Coordinators. * Extensive understanding of federal and state regulations, policies, and procedures for clinical trials and research. * Requires the ability to execute protocols according to contracts with sponsors. * Leadership ability to motivate a support team to high quality performance. * Skill in budget preparation and fiscal management * Record maintenance skills * Ability to make administrative, procedural and implementation decisions. * Aptitude for resolving administrative issues and conflicts. * In-depth knowledge of policies and regulations in the clinical field * Report preparation * Experience with Greenphire or other clinical research participant payment method | | **PREFERRED:** |  | | Degree: | PhD with a graduate certificate in a field related to clinical research or clinical research management | | Field of Study: | Fields related to clinical research, preference for medical terminology coursework | | Experience: |  | | Hiring Official Name: | Vice President for Research | | Faculty Appointment Length: |  | | Hiring Official Phone: |  | | Staff Appointment Length: |  | | Hiring Official Email: |  | | Search Committee: |  | | FTE: | 1.0 | | Certifications, Registrations, or Licenses Please list any certifications, registrations, or licenses preferred as a prerequisite of employment. | Certification from SoCRA or ACRP | | Position number: |  | | Skills, Proficiencies and Knowledge Please list the skills, proficiencies and knowledge preferred to perform the essential duties of the position. | 5 or more years of experience in the management of clinical research | | Eligibility for Benefits: | Yes | | Advertised Pay Range: | Commensurate with experience | | Please indicate the race, sex, salary and date vacating for the person leaving this position: |  | | Start date: |  | | Appointment dates: |  | | End date: | Experience with: | | Job Summary: | * Designing and executing clinical trials, while developing risk mitigation strategies. * Recruiting, supervising, evaluating, and coordinating the activities of the clinical coordinators. * Ensuring clinical trials are conducted in accordance with research protocols and safety standards. * Assessing operational, financial, and materials requirements for studies and develops operating budgets. * Managing and reconciling operational budgets monthly. * Communicating with and assisting the post-award finance team, as needed, to ensure accurate and complete invoicing to the sponsor. * Coordinating with the research proposal team to ensure complete routing of relevant clinical research documents. * Identifying potential research funding sources.   Knowledge of:   * Planning and coordinating the procurement of required clinical facilities, equipment, and supplies. * Planning and coordinating programs for the recruitment, screening, enrollment, and retention of clinical research subjects. * Establishing data collection systems and procedures, according to pre-established research protocol. * Overseeing planning and scheduling of clinical activities to ensure efficient workflow. | | Department address: |  | | Immediate Supervisor: |  | | Supervisor's Telephone Number: |  | | Supervisor's Title: | Vice President for Research | | Compensation Analyst: |  | | Position Number of Supervisor: |  | | Background Check Type: |  | | If Other, please specify: |  | | Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) |  | | Department Preferences: |  | | Justification: |  | | Starting Pay |  | | I hereby certify that the recruitment effort followed University Equal Employment Opportunity/Affirmative Action Policy. Race, color, creed, sex, national origin, veteran status, or disability was not considered among the factors which led to the choice of the person selected to fill position. Records of all recruiting efforts (Applications, personal contracts, publicity, and telephone call records) will be kept for three years. Additionally, I affirm that adequate reference checks have been conducted regarding the professional qualifications and credentials of the applicant. |  | | | **Major Responsibilities** | | |  | | --- | | Percent of Duty Total:**100**  **4** Records | | |  |  | | --- | --- | | **% of Time** | **Responsibility / Duty** | | 50% | Supervision of Clinical Trial Coordinators and associated duties | | 25% | Writing protocols and soliciting new sponsored clinical research | |  |  | | 25% | Budget development, coordination with financial management, training of staff, misc duties | | | Top of Form     |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   Bottom of Form | | | **Working Conditions** | | No Records Found | | **Additional Responsibilities** | | No Records Found | | **Education and Experience** | | |  | | --- | |  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | *Date* | *Signature of Supervisor* |  | | *Date* | *Signature of Hiring Authority* | *Name and Class Title* | | |

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