

| Assistant Clinical Research Coverage and Budget Analyst (Remote) | |
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| Posting Number | req21507 |
| Department | Senior VP Health Sciences |
| Department Website Link | https://research.uahs.arizona.edu/ |
| Location | To Be Determined |
| Address | USA |
| Position Highlights | <p>The University of Arizona Health Sciences (UAHS) Office of Research Administration is looking for an Assistant Clinical Research Coverage and Budget Analyst for research administration to assist with the financial aspects of clinical trials, ensuring compliance with regulations, and supporting study start-ups working closely with colleagues in a fast-paced environment. A successful candidate is responsible for supporting the development of coverage analyses, negotiation of study budgets, and management of OnCore Enterprise Clinical Trial Management System (CTMS) for clinical research studies. They will work closely with senior members of the research administration team to provide timely support in the administrative start-up and maintenance of clinical research projects.</p> <p>Candidates working anywhere in the U.S. may be considered for a remote assignment.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please click here.</p> |
| Duties & Responsibilities | <ul style="list-style-type: none">• Support development of the payor coverage analysis and budget negotiation by building template documents in accordance with study protocol and UAHS procedures.• Provide other appropriate assistance to Senior Clinical Research Coverage and Budget Analysts to ensure quality and timely completion of research projects.• Build coverage analysis tables in OnCore.• Coordinate and collect all essential documents required for study start up activities as needed.• Maintain final documents and distribute to internal and external stakeholders as required. |

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| | <ul style="list-style-type: none"> • Prepare and submit online routing in the UAccess Research System. • Other duties as assigned. <p>Knowledge, Skills, and Abilities (KSAs):</p> <ul style="list-style-type: none"> • Excellent computer skills in Microsoft Office. • Demonstrated knowledge of university and sponsor agency policies and procedures. • Self-motivated, takes initiative, and a strong ability to multi-task multiple projects. • Excellent written and verbal communication skills and significant attention to detail. • Demonstrated ability to work in a fast paced, dynamic team environment with changing priorities in a manner that is effective and efficient. |
| Minimum Qualifications | <ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through experience required. • One (1) year of relevant work experience is required. |
| Preferred Qualifications | <ul style="list-style-type: none"> • Demonstrated experience supporting clinical research including payor coverage analysis development or implementation, budget development or negotiation, and/or working in a clinical trial management system (e.g OnCore). • Experience with UA systems, specifically UAccess Research, or similar systems. |
| FLSA | Non-Exempt |
| Full Time/Part Time | Full Time |
| Number of Hours Worked per Week | 40 |
| Job FTE | 1.0 |
| Work Calendar | Fiscal |
| Job Category | Research |
| Benefits Eligible | Yes - Full Benefits |
| Rate of Pay | \$25.50 - \$31.87 |
| Compensation Type | hourly rate |
| Grade | 7 |
| Compensation Guidance | The Rate of Pay Field represents the University of Arizona's good faith and reasonable estimate of the range of possible compensation at the time of posting. The University considers several factors when extending an offer, |

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| | <p>including but not limited to, the role and associated responsibilities, a candidate’s work experience, education/training, key skills, and internal equity.</p> <p>The Grade Range Minimum, Midpoint, and Maximum Fields listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between minimum and midpoint upon hire. The university offers compensation growth opportunities within its career architecture. To learn more about compensation, please review our Applicant Compensation Guide and our Total Rewards Calculator.</p> |
| Grade Range Minimum | \$25.50 |
| Grade Range Midpoint | \$31.87 |
| Grade Range Maximum | \$38.25 |
| Career Stream and Level | PC1 |
| Job Family | Research Program Admin |
| Job Function | Research |
| Type of criminal background check required: | Name-based criminal background check (non-security sensitive) |
| Number of Vacancies | 1 |
| Target Hire Date | |
| Expected End Date | |
| Contact Information for Candidates | Chris Gaul cagaul@arizona.edu |
| Open Date | 1/7/2025 |
| Open Until Filled | Yes |
| Documents Needed to Apply | Resume and Cover Letter |
| Special Instructions to Applicant | <p>The application window is anticipated to close on January 15, 2025.</p> <p>Please note: If invited to interview, please be prepared to provide three (3) professional references.</p> |
| Diversity Statement | <p>At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees</p> |

without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

Notice of Availability of the Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), each year the University of Arizona releases an [Annual Security Report \(ASR\)](#) for each of the University's campuses. These reports disclose information including Clery crime statistics for the previous three calendar years and policies, procedures, and programs the University uses to keep students and employees safe, including how to report crimes or other emergencies and resources for crime victims. As a campus with residential housing facilities, the Main Campus ASR also includes a combined Annual Fire Safety report with information on fire statistics and fire safety systems, policies, and procedures. Paper copies of the Reports can be obtained by contacting the University Compliance Office at cleryact@arizona.edu.