

**The Mount Sinai Hospital / The Mount Sinai School of Medicine**  
**Human Resources**  
**Job Description**

**Job Class Code: CS04**

**Job Title: Senior Clinical Research Coordinator**

**Patient Contact:**

**Patient Care:**

**Code: L** (for HR)

**Job Summary**

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Under general supervision, analyzes and interprets highly complex clinical research data; conducts clinical testing and develops protocols. Develops work flow policies and procedures. Mentors, trains and reviews the work of less experienced clinical research staff. Oversees the clinical assessments of the study subjects. Assists with protocol submissions, database enhancements, and budget preparation.

**Duties and Responsibilities**

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(in order of importance and/or frequency)

1. Analyzes highly complex data gathered on clinical research studies.
2. Interprets complex clinical research data.
3. Conducts clinical testing, develops protocols and assures all protocol procedures are approved.
4. Prepares reports for presentation in conferences and seminars.
5. Mentors, trains and reviews the work of less experienced clinical research staff.
6. Develops work flow policies and procedures, prepares manuals and documents related to operations of the function.
7. Oversees the clinical assessments of the study subjects including but not limited to screening, evaluation and testing of the subjects.
8. Oversees data collection, processing, storage, inventory and quality control for clinical research studies.
9. Assists in budget preparation and negotiation.
10. May prepare and ensure grant applications, IRB / GCO documents are submitted.
11. Coordinates protocols and human subject approvals between various sites.
12. Assists the Principal Investigator and regulatory staff in the preparation of new protocol submissions, protocol amendments, and renewals of ongoing clinical trials.

13. May obtain informed consent under general supervision of the Investigator(s) and educate participants regarding study requirements

14. Performs other related duties.

**Minimum Education**

(HS/GED; specialized training; degree and discipline)

Bachelor's degree in sciences or related field. Master's degree preferred

**Minimum Related Experience**

(e.g. 1 year in research environment)

5 years of clinical research

**Minimum Licensing Requirements**

(provide name and agency)

None

**Minimum Certification Requirements**

(provide name and agency)

None

**Minimum Computer Skills**

(provide program and skill level, e.g. MS Word - Basic) (skill levels are Basic, Intermediate, Advanced)

Advanced MS Office (Word, Excel), Access, Outlook

Advanced SPSS / SAS

Advanced Adobe

Advanced Image Pro-Plus

**General Skills**

(e.g. Excellent written and oral communication)

Excellent written and oral communication skills

Exceptional attention to detail and accuracy

Ability to manage multiple tasks & priorities

Demonstrated leadership potential

Knowledge of variety of concepts, practices and procedures in directly related field

**Work Context**

**Has Signatory Authority for Expenditures?**  (yes)  (no)

**Has Contact with External Public?**  (yes)  (no)

**If yes, please explain:**

**Level of Physical Activity Required:**  Light  Moderate  Heavy

**Describe Work Environment**

(e.g. office, outdoors)

General office environment

**Budgetary Responsibility**

(this should also be included in the Duties and Responsibilities section)

**Budget Dollar Value?** \$0.00

**Must Develop Budget?**  (yes)  (no) **Must Reconcile Budget?**  (yes)  (no)

**Supervisory Responsibility**

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(this should also be included in the Duties and Responsibilities section)

**Approximate # of Employees?** 0

**Responsible for EE Evaluations and Performance Programs?**  (yes)  (no)

**Involved with EE Disciplinary or Labor Relations Activities?**  (yes)  (no)

**This position generally reports to:** Manager

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