

Clinical Research Coordinator Job Posting



Requirements:

BA or BS; social sciences or pre-medical studies preferred
Spanish – fluent (written/spoken)
1-2 years professional experience ideal
1 year in research environment preferred
1 year working with patients
1 year working with elderly or cognitively-impaired population
Able to start within 3 weeks of interview

Preferred:

2 year commitment

Desired skills:

Excellent professional communication skills
Ability to work independently and as a team member
Professional level multi-tasking and organizational abilities
MS Office - intermediate
SPSS – intermediate
HTML or similar - basic (desired)
Phlebotomy certification (desired)

Duties:

Assist the Principal Investigator in the conduct of clinical studies including preparing IRB/GCO submissions, regulatory filing, psychometric testing, collecting data and Laboratory specimen, recruiting patients, reporting Adverse Events and Serious Adverse Events. Accountable for management of case report forms and subject and regulatory binders for industry / sponsor / IRB audits, administer neuropsychological battery of cognitive test for NIH-mandated initiative.

Obtain informed consent under supervision of Principal Investigator, Clinical Research Manager, or Senior Clinical Research Coordinator for studies enrolling vulnerable subjects, and for studies involving genetic tests, independently obtain informed consent for other clinical studies.

Screen and coordinate; including documentation of the consent process, and scheduling of subjects and necessary personnel and administration of all patient visits.

Chart data entry and some analysis/queries, especially around grant renewal time (January) and as requested by Research Supervisor and PIs for various projects/papers/grant proposals. Prepare and present research charts for consensus diagnosis and enter findings into National Uniform Data Systems. Assistance on ALL center studies (i.e. knowledge of all studies in order to assist with referrals and coverage to various projects conducted within the center).

Perform other related duties at the Alzheimer's Disease Research Center

Please send resume as an attachment and cover letter in BODY of email to:
crc.position@gmail.com.