

Position Title: Clinical Research Coordinator

Department: Veterinary Medicine & Surgery

Position Type: Staff

Job ID: 53933

Job Description:

The [College of Veterinary Medicine](#) at MU is on a mission to inclusively educate and train outstanding clinicians and scientists from diverse backgrounds, generate new knowledge, engage stakeholders, and foster economic growth, all of which promote and protect the health and welfare of animals and people. *Simply put, our mission is to Teach, Heal, Discover and Serve.*

We are seeking a **Clinical Research Coordinator** to join our Clinical Trials Team. Veterinarians throughout the Midwest refer animal clients to the [Veterinary Health Center](#) for specialized diagnoses and treatment of complex musculoskeletal, neurologic, medical, and cancer conditions. The clinical trials office provides vital support to multiple services and specialties within the hospital and helps the college fulfill its missions of research and service.

This critical role coordinates the day-to-day operations of the clinical trials office and reports to the Associate Department Chair for Research. Typical responsibilities for the position include:

- Daily coordination of ongoing trials. This includes providing correct paperwork to clinicians seeing research participant, providing supplies and assisting in setting up supplies as well as dispensing/preparing investigational drugs. Also, submitting subsidies for visits which includes making sure that the charges are in the contract approved budget.
- Data collection, organizing, entering into specified EDC system. Returning data sheets to clinician for correction. Collecting follow-up data.
- Creating budgets for new research projects. Includes pricing, working with SPA, external sponsors and internal funding. Ensuring correct and accurate invoicing as appropriate for studies and trials.
- Writing and managing IACUC protocols.
- Creating SOPs, forms, TEAMS channel to give access to everything that a researcher would need to conduct research. Updating said forms, SOPs.
- Providing training to students, faculty, house officers, and staff.
- Communicating with clients such as fielding emails and phone call to potential participants, following-up and scheduling current and/or past participants.
- Overseeing the marketing, both internally and externally, of research projects.
- Other duties as assigned.

Shift

Typical hours are Monday through Friday: 8a to 5p.

Minimum Qualifications

Bachelor's degree or an equivalent combination of education and relevant experience and at least 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications

- 1 year of prior experience with research, clinical trials, or medical administration.
- Education, certification, or professional training in research administration or project management.

Successful candidates will possess the following skills and competencies:

- High attention to detail.
- Strong organizational skills.
- Ability to manage multiple projects simultaneously.
- Effective written and verbal communication skills and the ability to distill complex information into easy-to-understand formats.
- Exhibit a collegial attitude and work effectively in a team environment.

Anticipated Hiring Range

Salary range: \$18.50 to \$26.34 per hour

GGG Grade: 008

University Title: Research Specialist II

Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.

Benefit Eligibility

This position is eligible for University benefits. As part of your total compensation, the University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, short- and long-term disability, paid parental leave, paid caregiver leave, and educational fee discounts for all four UM System campuses. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

Values Commitment

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

Equal Employment Opportunity

The University of Missouri System is an Equal Opportunity Employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umsystem.edu/ums/hr/eoo> or call the Director of Employee and Labor Relations at 573-882-2146.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.