



POSITION ANNOUNCEMENT

Position: Clinical Administrative Manager

Will Report to: Executive Director, ClinXus®

Qualifications: This position requires a bachelor's degree in business or related field or equivalent education and experience and at least 5 years of administrative/executive experience. The Clinical Administrative Manager must be familiar with a variety of the concepts, practices, and procedures related to the business of clinical research. He/she must have the ability to fully support the Executive Director in implementation of projects that will assume multiple services across a number of organizations within the West Michigan Community. Time management, prioritization and organizational skills including demonstration of an ability and willingness to plan, organize and accomplish tasks accurately and in a timely manner, to exercise sound judgment under pressure and to manage multiple and competing activities simultaneously. Excellent communication skills including the ability to demonstrate diplomacy and tact, compose, spell, edit/proof, utilize appropriate grammar, and to relate in an appropriate interpersonal manner to all levels and types of individuals in a fashion that will earn credibility, respect, confidence and will generate mutual support. The position requires an understanding of organizational dynamics and administrative procedures and protocols. A high degree of trust and demonstration of the ability to respect and appropriately handle confidential and sensitive information is required. Project management skills are highly desired. Experience with and knowledge of general office equipment is required in order to operate and maintain equipment and to troubleshoot minor problems. It is essential that candidates demonstrate competency in standard desktop and windows based computer systems, including extensive understanding of email, e-learning, intranet and computer navigation, plus the ability to use other software as required to perform the essential functions of the job.

Responsibilities:

- Provides support to the Executive Director, and the ClinXus board of directors.
- Responsible for the preparation of essential documents as instructed by Executive Director. Communicates/collaborates with Principal Investigators, clinical research staff and a variety of people at various levels within and outside the organization (i.e. directors, sponsors, state and accrediting agencies).

- Initiates/develops/ composes written communication; gathers/enters and prepares data. Decision making authority extends beyond prioritizing of own work to independent problem solving and managing of schedules/priorities for the organizational processes supporting clinical research
- A high level of administrative skills, professionalism and tact is expected of individuals in the role.
- Provides organization and communication for ClinXus members as needed for training, SOP development and study conduct.
- Ensures communications are maintained between partners during ClinXus generated study conduct
- Review final study products for completeness and editing for ClinXus Management Committee review
- Assists Executive Director in developing and maintaining ongoing relationships with ClinXus members
- Supports efforts in updating and maintaining current member profiles detailing available resources and capabilities
- Maintains understanding of current trends and developments in the field of innovative clinical research by reading appropriate books, journals and other literature and at times attending conferences, seminars and other related activities within the community and nationally
- Maintains accurate records of IRB actions and oversees the accurate and timely processing, tracking, and filing of submissions to and actions by the IRB.
- Ensures that Investigators and Sponsors are informed of the actions and findings of the IRB
- Serves as IRB administration for subjects, Investigators, Sponsors and regulatory agencies
- Responsible for preparation and maintenance of study files and initiates/develops/composes written and standard correspondence. Takes, transcribes and distributes minutes. Prepares PowerPoint presentations.
- Communicates with research staff, sponsors, principal investigators, state and accrediting agencies, etc. regarding various subject matters as directed by the Executive Director. Gathers, enters and prepares data for analysis and generates reports based on established processes. Tracks payroll/budget/expenses. Researches problems and able to see big picture.
- Manages the schedule and calendar of appointments and meetings for Executive Director. Coordinates travel/conference arrangements and itineraries and performs general office duties as assigned to ensure effective running of the area.
- Performs other duties and responsibilities as assigned

Salary: Salary is commensurate with skills and experience.

Department/Division: West Michigan Science & Technology Initiative

How to Apply: Apply online at www.gvsujobs.org Include a cover letter, resume, and salary expectations.

Deadline Date

For Filing Applications: December 15, 2008.

Allendale, Michigan 49401

For more information about Grand Valley, see our website at www.gvsu.edu

Grand Valley State University is an affirmative action, equal opportunity institution.

TDD Callers: Call Michigan Relay Center at 1-800-649-3777