

## Clinical Research Coordinator, Clinical Research Facilitation Office

The Rockefeller University, the world's premiere research university, seeks a Clinical Research Coordinator to join our Hospital.

### Key Responsibilities

- Assist in leading investigators through the navigation process to develop investigator-initiated protocols
- Help create protocols, consent forms, and other regulatory documents while assessing protocol feasibility and teaching investigators how to formulate electronic IRB submissions
- Teach and guide investigative teams on how to conduct/implement research studies while incorporating ICH/GCP principles, including organizing initiation meetings, source documentation development, internal monitoring, adverse event reporting, and conducting participants visits
- Advise investigative teams about assessing adverse events, deviations, protocol compliance, new regulations, etc.

If the Clinical Research Coordinator is a Nurse Practitioner, responsibilities may include:

- Providing written orders of the participant's study visit to the nursing staff
- Conduct the study visit(s) as the LIP, follow-up with abnormal assessments and lab results
- Notify the IRB about serious or unanticipated adverse events and protocol deviations

### Who You Are

- Bachelor's degree and CCRC certification required; Master's degree in nursing and Board-Certified Adult or Family NP strongly preferred; educational emphasis in science or nursing is preferred
- A minimum of four years of clinical research coordinator experience, including research related in IND/IDE trials
- Knowledge of Good Clinical Practice (GCP) and FDA Guidelines and high proficiency with Microsoft Office (Word, Excel, Databases, and spreadsheets) necessary.
- Excellent verbal and written communication skills
- Excellent organizational skills with demonstrated ability to prioritize assignments, maintain workflow, and work productively in meeting critical deadlines.

### Who We Are

The Rockefeller University is the world's leading biomedical research University. Our groundbreaking discoveries in basic and clinical research are transforming biomedicine. We share a singular commitment to advancing science for the benefit of humanity. Our collaborative culture drives each of us to achieve a higher level, fueling the breakthroughs for which we are known. Come join us!

For more information, please see the hospital web site at: <http://www.rucares.org/>

### How to Apply

We offer an excellent benefits package, tuition reimbursement and a competitive salary.

Applicants should submit a cover letter and resume: <http://www.rockefeller.edu/hr/jobs> Reference position **IRC26677**

The Rockefeller University is an Equal Opportunity Employer - Minorities/Women/Disabled/Veterans