

Manger, Clinical Research Facilitation Office

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

Key Responsibilities

- Oversight and management of the Clinical Research Facilitation Department at The Rockefeller University Hospital (RUH) and The Rockefeller University Center for Clinical and Translational Science (RUCCTS)
- Facilitate staff education, coordination, and development of protocols with investigators wishing to conduct clinical research at The Rockefeller University Hospital
- Employ the principles of Good Clinical Practice (GCP)
- Leading and manage a core of coordinators who will collectively assist investigators through the navigation process through protocol development, implementation, and closure.
- Manage human resources for the facilitation department, which includes recruitment, hiring, evaluating, retention, discipline, and termination
- Serve as a member of the senior leadership team participating in and leading various committees and workgroups
- Act as a liaison between the Clinical Investigator, the Nursing Department, the Clinical Research Support Office, and other departments in the coordination of protocol development, implementation, and clinical trial execution
- Develop and maintain systems that support the efficient and effective functioning of clinical research, and perform other related duties as assigned

Who You Are

- Bachelor's degree required; Master's degree in Nursing and Certified Clinical Research Certification (CCRC) through ACRP strongly preferred
- More than 6 years of IND/IDE clinical research protocol management and coordination experience
- Working knowledge of Good Clinical Practice (GCP) and FDA guidelines required
- Proficiency in Microsoft Office, including Word, Excel, databases, and spreadsheets
- Detail-oriented and have excellent organization skills
- Excellent leadership skills with the ability to work independently and multi-task
- Excellent time management skills, interpersonal skills, and communication skills required

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.rucare.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 **IRC26617**

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