Working Title: Clinical Research Coordinator - Surgery (Transplantation)

Official title: SR RESEARCH SPEC(T16BN) or RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16FN)

Degree and area of specialization: BA or BS required. Preferably in biological sciences, medical technology, or health-related field.

License/certification: Clinical research certification or intent to obtain certification (ACRP, SOCRA, RAPS, etc.) is highly desirable

Minimum number of years and type of relevant work experience: 1-3 years of experience in a clinical research setting is preferred. Experience with Microsoft Word and Excel software required. Prior medical device, drug or biologic experience

Principal duties: This position involves managing clinical research trials for the Division of Transplantation in the Department of Surgery. This involves participating in the daily management of transplant recipients enrolled in clinical trials and the administrative management of clinical research trial activity for industry-sponsored, NIH-funded, and investigator-initiated trials.

The responsibilities include, but are not limited to:
1) providing administrative support to the PI and co-investigators as it pertains to the overall management of each clinical research trial
2) collecting data on study participants
3) maintaining direct liaison with study sponsor on behalf of the PI
4) Maintaining records pertaining to the investigational drugs or devices being studied.

This position is also responsible for:
1) supervising or assisting with screening of potential study participants and collection of blood and urine samples for both UW and central lab processing
2) discussing research protocols with potential research subjects including possible risks and benefits
3) coordinating all outpatient follow-up care for study participants
4) following all required study procedures and protocol follow-up
5) overseeing the hospital discharge process for all study participants
6) assisting in entering research data into a database to generate reports
7) assist with the research data analysis and interpretation.

Additional Information:
A caregiver check is required.
A high degree of organizational skills and attention to detail is required.
Resourceful and confident under pressure
Ability to absorb complex medical concepts and communicate them to patients
Creative problem-solving approach to challenges
A friendly, upbeat attitude

The salary listed is the negotiating minimum for this title series. The total range allows us to be competitive with area market salaries for nursing personnel.

Why work for us?
The University of Wisconsin School of Medicine and Public Health, Department of Surgery (DOS) is
dedicated to providing state-of-the-art, comprehensive patient-centered care for adult and pediatric patients in Wisconsin and the region. We conduct innovative research while building knowledge and improving surgical care through extramurally funded research programs in basic, translational and clinical science. We rank 7th in the nation in NIH funding among Academic Surgery Departments.

The DOS prides itself on providing opportunities for continuing professional development. The person in this role will receive departmental support for professional memberships, education, and training.

Always get to meet new people, get up and move during the day. On the cutting edge of science. Competitive salary.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee class: Academic Staff
Department(s): SMPH/SURGERY
Full time salary rate: Minimum $29,094 ANNUAL (12 months) Depending on Qualifications
Term: This is a renewable appointment.
Appointment percent: 50% - 100%
Anticipated begin date: June 9, 2013
Number of positions: 1

Department Contact:
Katie Tollefson
600 Highland Ave
Clinical Science Center
Madison, WI 53792-0001
Phone: 608-265-2911
Phone TTY: 608-263-2473
Fax: N/A
Email: tollefso@surgery.wisc.edu

HOW TO APPLY:
Unless another application procedure has been specified above, please send resume and cover letter referring to Position Vacancy Listing # 76487 to the contact indicated above.

To ensure consideration, application must be received by: June 4, 2013

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more academic job opportunities at the University of Wisconsin-Madison please see http://www.ohr.wisc.edu/pvl/pvl_internet_report_home.html
For more information on the University of Wisconsin-Madison Office of Human Resources please see http://www.ohr.wisc.edu/
For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/
For UW Madison Campus Safety Information see http://www.wisc.edu/students/faculty/safety.htm