Working Title: Clinical Research Coordinator - Head and Neck Surgery Voice and Swallow Clinic

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

Degree and area of specialization: BS degree required. MA, MS or PhD is preferred. Degree in biological sciences or health-related field preferred.

Minimum number of years and type of relevant work experience: A minimum of two years of experience in a clinical research setting is preferred. A minimum of five years of experience is required for appointment at the senior level. A caregiver check is required.

Principal duties: This position involves managing clinical research for the Division of Otolaryngology Head and Neck Surgery Voice and Swallow Clinic. This involves participating in the daily management of participants enrolled in clinical studies and the administrative management of clinical research 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 study
2) Organizing all study protocols
3) Collecting data about study participants from the medical record and/or database
4) Maintaining direct liaison with study sponsor on behalf of the PI
5) Maintaining study records
6) In conjunction with UW Office of Clinical Trials and Department of Surgery clinical research staff, develop protocols to assure they meet requirements of review committees including hospital pharmacy, General Clinical Research Center, and the Institutional Review Board;
7) Coordinate financial and budgetary activities for the program by generating, negotiating, and managing study budgets
8) Revise or update study consent forms and budgets with the assistance of the Office of Clinical Trials or Department of Surgery clinical research office

This position is also responsible for:
1) Supervising or assisting with screening of potential study participants
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) Assisting in study data collection and analysis
6) Working closely with database manager for data collection
7) Assisting with the research data interpretation.

Additional Information: A high degree of organizational skills and attention to detail is required. Excellent communication skills are necessary. Experience with Microsoft Word, Excel and Powerpoint software required.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

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Appointment type: Academic Staff
Department(s): SMPH/SURGERY
Full time salary rate: Minimum $28,524 ANNUAL (12 months)
Depending on Qualifications
Term: This is a renewable appointment.
Appointment percent: 50% - 100%
Anticipated begin date: February 21, 2011
Number of positions: 1

Department Contact:
Katie Tollefson
H4/367 CSC
600 Highland Avenue
Madison, WI 53792
Phone: 608-265-2911
Phone TTY: 608-263-2473
Fax: 608-265-6793
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 # 65964 to the contact indicated above.

To ensure consideration, application must be received by: February 16, 2011

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