

## **JOB DESCRIPTION**

**Job Title:** Research Data and Technology Coordinator

**Department:** Division of Industry Trials (DIT) / Foundation Research Program (FRP)

**Reports to Job Title:** Administrative Procedures Manager

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### **PURPOSE:**

The responsibility of this position is to assist the Administrative Procedures Manager in the development and integration of technology into DIT operations. Assist with the design and oversight of data collection and management systems.

### **ESSENTIAL FUNCTIONS:**

1. Design & development of Case Report Forms (CRFs), Quality Assurance, Quality Control and approval processes.
2. Assist in the development of site training for CRF overview and data monitoring overview on all Study Initiation Conference Calls. Participate in protocol specific presentations/breakout sessions at NSABP Group Meetings
3. Together with the Administrative Procedures Manager, communicates with the DIT biostatistical center (IDDI) to create database design/SAS Mapping.
4. Assist with the maintenance of all areas of the database and all software, and interface with appropriate DIT and Operations personnel; assist with the implementation of QA/QC program.

Other duties as may reasonably be assigned.

### **LATITUDE:**

The incumbent has the ability to identify, define and resolve problems within the scope of his/her responsibilities and the procedural policies of the NSABP DIT.

### **KNOWLEDGE/SKILLS:**

1. Bachelor's degree or equivalent experience required, with emphasis on medical research.
2. Three to 5 years research experience in a health care setting preferred.
3. Must be computer literate and pay close attention to detail. Experience with SharePoint and InfoPath preferred.
4. Knowledge of FDA regulatory requirements, regulations pertaining to industry funded clinical trials & GCP.
5. Effective interpersonal skills that enhances communication with peers, physicians and outside facilities.
6. Protects confidentiality as required by the Corporate Confidentiality Policy and the DIT department procedures.