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# Example of Associate Clinical Job Description

Our company is growing rapidly and is looking for an associate clinical. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate clinical

* Works directly with clinical education faculty to ensure successful student clinical experiences
* Maintains accurate student and site information in placement database
* Develops and maintains effective working relationships with clinical site personnel to facilitate student placement
* Communicates, coordinates and confirms with clinical sites to determine internship availability and placement for students
* Maintains accurate and confidential student clinical education files in accordance with University, FERPA and HIPAA requirements
* Responds to site affiliate inquiries and questions
* Attends student orientation and open house each trimester to ensure student compliance for clinical site
* Maintains databases such as Constant Contact as needed for all programs
* Creates and delivers reports as requested by faculty for the purpose of student placement
* Assist the VP of Clinical Operations in the creation and maintenance of internal policies and SOPs policies intended to assist researchers in maintaining compliance with research standards and guidelines

## Qualifications for associate clinical

* Responsible for oversight of vendors/consultants, which includes communicating timelines, negotiating contracts, preparing purchase requisitions, and coordinating related activities
* Assist in the planning and set up of Advisory Board meetings, ensuring the appropriate contracts are in place per company policy, as needed
* Assist in the management and archiving of department paper and electronic files for flexibility and growth
* Assist in coordinating the scanning, indexing, and releasing of clinical documents
* Work with the finance group to develop tools and align on process, trackers, and timelines relating to activities that interface with company financials
* Assist in the day-to-day operational activities and other specific projects as assigned within the Clinical Department