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# Example of Associate Director, Clinical Operations Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate director, clinical operations. 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 director, clinical operations

* Managing a team of business analysts to support the execution of the enterprise clinical capability programs
* Serving as the point of contact and decision maker on operational activities
* Provides status updates across and to senior leadership
* Takes ownership of the Business Suspects generation process and provides constructive information to minimize problems and increase provider and market satisfaction
* Partners with clients and internal partners to coordinate execution and implementation of prioritized work
* Ability to work independently and in a team environment to deliver on Clinical Suspect Program
* Ability to influence and work with internal and external stakeholders / resources to move the program forward and overcome any challenges
* Oversee the strategic selection of program-wide vendors
* Develop and assess cost and resource projections of program for portfolio plan and business development opportunities and serve as point of contact
* Represent the clinical operations program on strategic governance bodies (e.g., Product Safety Team, Global Project Team)

## Qualifications for associate director, clinical operations

* Reviews critical study documents created by CRO including informed consent forms, study conduct documents such as Study Operations Manual (s), training material, study tools
* Regular travel, approximately 30% of work week
* 10+ years of health plan or clinical care management with progressive operational experience
* RN Clinical background
* 10+ years of experience in managing multi stakeholder enterprise level programs through all the phases using PM best practices
* Advanced proficiency in Microsoft Office applications, MS Project and Visio