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# Example of Clinical Trials Assistant Job Description

Our company is growing rapidly and is looking for a clinical trials assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical trials assistant

* Collaborate with Clinical Project Manager (CPM), CRS/iCRS, CRAs/iCRAs and RSU on the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures
* May perform assigned administrative duties to support team members with clinical trial execution
* Collaborate with Clinical Project Manager (CPM), CRAs/iCRAs and RSU on the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures
* Assist with periodic review of study files and completeness
* Hire, supervise, coach, mentor, and manage performance of the supervisory staff in the office and provide oversight of the staff who report to them
* Establish and maintain an organizational structure that optimally supports the conduct and support of clinical trials in the Center
* Support the UACC Director and Associate Director of Administration in driving unifying clinical development strategies across the two campuses, Tucson and Phoenix
* Support the Deputy Director of the UACC in the running of the UACC-Phoenix, including hiring, grants, space, and clinical trials
* Develop and maintain Clinical Trials Office policies, procedures, work instructions, and other resource information that allows the staff to perform efficiently and to deliver a high quality work product
* Oversee multiple areas within the UACC-Phoenix Clinical Trials Office, accountable for ensuring excellence and compliance in areas of human resources, clinical trials, grants/contracts management, public relations/communications, philanthropy, and facility management

## Qualifications for clinical trials assistant

* You may accompany Clinical Research Associates on site visits to assist with clinical monitoring duties upon completion of required training and with required approval
* Please only add information if it is applicable to the vacant job
* Clinical research nursing experience preferred
* Bachelor’s degree or equivalent in the life sciences or related field required
* Related research experience strongly preferred
* Clinical documents