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# Example of Clinical Trials Assistant Job Description

Our innovative and growing company is looking for a clinical trials assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clinical trials assistant

* Report on activities of program to UACC administration, NCI, or others
* Work with the communications group to develop internal and external communications to develop positive and informative messaging for the UACC-Phoenix
* Support the UACC Director, Deputy Director, and Associate Director of Administration in driving unifying clinical development strategies across the two campuses, Tucson and Phoenix
* Support the Deputy Director and Medical Director of the UACC-Phoenix in the day-to-day administrative operations of the UACC-Phoenix, including hiring, grants, space, and clinical trials
* Develop and maintain Clinical Trials Office and other administrative policies, procedures, work instructions, training programs, and other resource information that allows the staff to perform efficiently and to deliver a high quality work product
* A High or Secondary School diploma/certificate or country’s educational equivalent (MBO/HBO)
* Develop and manage of a research matrix to monitor the progress of all Clinical Trials within the Division of Cardiology
* Assess feasibility and ongoing monitoring of clinical trial workload across the Division of Cardiology with the Division’s Clinical Director of Research
* Assist the Clinical Trials Finance Manager for budget development for upcoming clinical trials
* Provide ongoing support for other research coordinators regarding UC Denver’s research processes and study-specific procedures

## Qualifications for clinical trials assistant

* Knowledge of research techniques
* Knowledge of use and care of laboratory equipment, instruments, and supplies
* Should be a University Student
* Bachelor's degree or equivalent with at least less than 1 year experience in administration
* Experience handling biological samples (blood and urine specimens)
* Experience executing protocol-required tasks