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# Example of Coordinator Clinical Job Description

Our growing company is searching for experienced candidates for the position of coordinator clinical. 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 coordinator clinical

* Coordinate clinical supply activities with internal Array departments
* Coordination of and participation in calls, program meetings and retreats, including note taking and circulation
* Facilitate sharing and management of materials through Dropbox or other information storage software
* Management of PI’s calendar
* Management of reimbursements as needed (with help of DGHI admin)
* In collaboration with PI and other investigators, develop study intervention technologies
* Architect and implement a plan to achieve high rates of participant recruitment and retention
* Oversee implementation of the intervention
* Train and supervise research assistant staff
* Ensure the standardized implementation of intervention protocols

## Qualifications for coordinator clinical

* Bachelor’s Degree or equivalent in clinical research preferred
* Registered Nurse (RN) with valid NJ license
* Minimum of 3 years experience in health care in an ambulatory setting
* Demonstrated time-management skills and ability to multi-task, prioritize workload and problem-solve
* Travel to AMG practices required
* Minimum of 3 years of related CLINICAL research support experience