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# Example of Study Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of study coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for study coordinator

* Perform Informed Consent
* Receipt and communication of study updates, data, documents
* Will be required to work in a team environment individually with minimal supervision
* Performs initial review of analytical data and originates noncompartmental analysis in support of pharmacokinetic and toxicokinetic studies
* Aids in report preparation, including tables and figures
* Participates in and assists SD/PI with pre-initiation and other study related meetings as required
* Reviews progress and study status against initial work plan – maintains CMS with accurate schedules
* Proactively communicates and interacts with study team to ensure key milestones are achieved
* Assists SD/PI in the PK/TK study phase, if applicable and review of study compliance with protocol, SOPs and regulatory guidelines
* Assists in the development and maintenance of standard report/table formats as required

## Qualifications for study coordinator

* Fluency in Spanish optional
* Will be expected to work in biocontainment environments
* A minimum of 3 years of experience in managing investigator-initiated, industry-sponsored, and military research protocols
* A minimum of 3 years of experience with coordination of collaborative partnerships, establishing networks of investigators, and project management
* Must be able to prepare oral and written presentations based on data analysis and study summary
* Demonstrated ability to manage multiple clinical trials, develop policies and procedures for clinical study execution and oversight