



Example of Clinical Administrator Job Description

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

Responsibilities for clinical administrator

- Experience in ethics committee submissions
- Efficient and effective work in a matrix environment
- Oversees clinical preparation of teacher candidates under the NextGen grant
- Establishes and nurtures a strong professional culture within field component of program, focusing on accountability, specific goals, and utilization of best practices
- Teaches clinical courses, responsible for placement of Teacher Candidates (TCs) into appropriate secondary clinical experiences in accordance with the policies of the New Jersey Department of Education (NJDOE)
- Prepares all materials for field experiences and supervises university supervisors, cooperating teachers, content specialists, and teacher candidates engaged in these activities
- Plans, implements, coordinates, and directs operational activities for the clinical component of UTEP
- Key representative for UTEP field experience and a liaison between UTEP and community partner schools
- Works with UTEP faculty and staff to design and implement high-quality clinical practices and assessment instruments as an integral component of teacher education curriculum in accordance with state and national requirements
- Gathers, synthesizes, and analyzes formative and summative program data and translates results into practical applications for programmatic improvements and/or to meet accreditation and reporting needs

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- Ability to manage multiple projects simultaneously and meet time sensitive deadlines
 - Strong working knowledge of the NIH grants environment
 - Competent computer skills and familiarity with common office productivity, financial software, and email
 - Ability to create and use spreadsheets and databases, and to use enterprise web-based financial, personnel, and calendar systems
 - MS in the health field
 - Strongly prefer experience with performance improvement projects