



# Example of Clinical Administrator Job Description

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Our growing company is searching for experienced candidates for the position of clinical administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical administrator

- Coordinates key research employees as designated
- Identifies study recruitments and recommends enrollment to study PI
- Identifies process improvement areas to assure an efficient and robust clinical research program
- Completes and documents study participant enrollment, assessment/reassessment, education and follow-up activities
- Serves as liaison between study participant and PI or other research staff, coordinates grant activities post award through closure (monitoring budgets, compliance, progress reports)
- Completes or oversees completion of CRFs and assures compliance with required data
- Prepares or oversees preparation of IRB submissions
- Compiles data, assists with grant proposals, publication preparation, and presentations
- Follows all regulatory and clinical nursing standards
- Attends study meeting, prepare study documents for audit, help to build research infrastructure

## Qualifications for clinical administrator

- Assists with the entry of Investigator names in the Clinical Trial Management System (CTMS) database
- Support Associate with feasibility packet development UAT for eFQ

submissions

- Updates CTMS system as documents are received by ISSC team members
- Assists in scanning site documents to the shared (G) drive and file using filing conventions
- Assists with the filing of documents into ISFs