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## **Example of Clinical Development Job Description**

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Our growing company is hiring for a clinical development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinical development

- Directs and oversees Study Activation department
- Evaluates organizational processes associated with trial execution and identifies ways to improve and streamline internal procedures
- Ensures appropriate resources are available to meet corporate, sponsor and project objectives while achieving optimal utilization of staff
- Oversees and assigns relevant tasks to both internal and external team members
- Planning and facilitating meetings and committees to address departmental issues and cross divisional communication within Sarah Cannon
- Presenting data at external forums as necessary
- Attending, managing and/or participating in all required meetings including Directors meeting
- Working with Business Development as a spokesperson for the Sarah Cannon Innovations division
- Manages timelines
- Oversee operational activities and personnel including clinical research, drug safety and biostatistics

## Qualifications for clinical development

- Talent to become a trusted and valued opinion leader among nonsubordinating team members
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint and electronic data capturing system

- Supervisory and team leadership skills highly desirable
- Board certification highly preferred