



Example of Program Leader Job Description

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Our growing company is looking to fill the role of program leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for program leader

- Leads cross-functional committees or task forces charged with improving study processes
- Independently leads scientific or programmatic presentations or publications
- Makes recommendations to investigators and oversight organizations regarding appropriate feasibility, recruitment, and retention strategies
- Ensures participant care expenses have appropriate financial routing in a timely manner
- Monitors financial study milestones and report appropriately
- Coordinates with finance and grants administration offices to participate in budget development as appropriate
- Uses system reports to ensure compliance with institutional requirements and policies
- Assists team members with understanding these requirements and policies
- Oversees study teams' maintenance of Delegation of Authority Logs and training of key personnel on study specific duties
- Leads site initiation activities

Qualifications for program leader

- Inspiring leadership, influence and communications
- Strong customer focus and the ability to build relationships quickly
- Able to translate business problems into effective solutions
- Demonstrated passion for technology innovation and strategic thinking

