Administrative Assistant/Clinical Trial Assistant (CTA)

DUTIES – RESPONSIBILITIES

Administrative Assistant/Clinical Trial Assistant (CTA) duties and responsibilities include providing administrative and clinical trial support to the Executive Director to ensure efficient foundation operations.

The major functions to be performed in this position are as follows:

- Assist with foundation operations including but not limited to fundraising, scheduling, meeting minutes, meeting agendas, correspondence, phones, faxing, filing, finances, advertising, and communications.
- Establish and maintain the tracking tools for assigned trials
- Meet with study participants and provide informed consent to participate
- Support maintenance of the Trial Master File (TMF) and assist in quality control as appropriate
- Receive study documents, review for completion, accuracy and submit to the TMF
- Examine study documents and subject files and extract study data and log in study database
- Review TMF for expiring and missing documents, signature, or completeness
- Support clinical director to track and files documents and study metrics
- Review and assist in the collection of essential documents for completeness and compliance with procedures, protocols, regulations, and good clinical practices (GCP)
- Distribute clinical trial related materials to sites or clinical team members
- Conduct telephone subject interviews as needed
- Send requests for medical records release and receive documents and review for study data
- Coordinate with study locations, providers, and clinical/hospital personnel
- Assist in preparation for clinical trial site monitoring visits
- Assist in the creation of study materials including but not limited to documents, presentations, protocols, IRB submission, manuscripts, posters
- Participate in research meetings and assist in preparation of agendas, minutes, and tracking of action items
- Perform other duties as necessary

LYMAN
MEDICAL RESEARCH FOUNDATION

DESIRED QUALIFICATIONS

Education BS/BA preferred in the sciences

- General knowledge of applicable clinical research principles and requirements including GCP and ICH guidelines.
- Experience in a medical setting
- Advanced knowledge of clinical study processes
- Strong computer literacy in Excel
- Excellent written and verbal communications skills
- Highly effective interpersonal and customer service skills
- Experienced with technical writing

Education AA/AS

- Ability to work independently, problem solve, and demonstrate initiative and follow-through
- Highly effective interpersonal and customer service skills
- Strong computer literacy in Microsoft Word, Excel, and PowerPoint
- Ability to work independently with flexible hours
- Ability to obtain clinical trial certification through CITI online courses
- Ability to work from Coeur d'Alene office travel to research sites as needed
- Exhibit honesty and a high level of integrity
- Ability to take direction
- High attention to detail and complete tasks toward completion and accountability

COMPENSATION Based on experience	**REPORTS TO** Executive Director
HOURS Part-time Variable schedule based on foundation needs	**APPLICATION** Please email a resume to: elliciacoyne@lymanmrf.org