Indiana University: Clinical Research Manager

This position is key for providing overall direction for the initiation, monitoring, completion and reporting of clinical studies in the collaboration of American Universities (led by Indiana University) with MOI University in Eldoret, Kenya.

Job Duties
This position will supervise the research staff and perform a variety of personnel functions.

- Responsible for the budgetary and fiscal management, quality assurance, database maintenance, proper documentation and reporting, and compliance with various policies and regulations.
- Serve as liaison between the research staff and the sponsors, collaborators, and regulatory agencies.

Experience

- Experience in international research or management.
- Strong administrative skills
- Excellent communication skills, organization and prioritization of multiple projects, project management, budgeting, word processing, spreadsheets, PowerPoint and negotiation skills.
- Familiarity with website and listserve development.
- Concentration, organization, ability to handle and prioritize multiple tasks concurrently.

Academic requirements

- Master’s degree in science or health-related field from an accredited institution,
- Two years experience in clinical research; or Bachelor’s degree in Science or health related field from an accredited institution, plus 4 years clinical research experience; or Associate’s degree from an accredited institution in Allied Health professions/any bachelor’s degree, plus 5 years experience in clinical research.
- Must have Clinical Research Certification (ACRP or SOCRA) and supervisory experience.