



Assistant Director, Clinical Research Operations Job Description

JOB INFORMATION

<i>Job Code:</i>	133028
<i>Job Title:</i>	Assistant Director, Clinical Research Operations
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Clinical Administration
<i>Job Family Group:</i>	Clinical Administration 1
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Provides oversight, supervision, and support for research operations, processes, and infrastructure related to clinical trials. Monitors patient safety and data preparation, presentation and security. Manages relationships with relevant stakeholders contributing to trial conduct and execution.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related expertise in specialized research/programs (e.g., counseling, teaching).
X		Experience developing curriculum and with design conceptualization.
X		Extensive experience in research, managing sponsored projects.
X		Demonstrated consulting, negotiation, development, and/or fundraising experience.
X		Proven leadership/management experience, skilled in staff development and networking.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to analyze/evaluate data and present findings.
X		Proven experience with budget development and control.
X		Excellent interpersonal and written and oral communication skills, able to problem solve and lead conflict resolutions.
X		Ability to interpret and apply policies/analyses/trends.
	X	Seven years' experience with specialized research/programs.
	X	Related special education, licensing and/or certifications based on program content/services.
	X	Knowledge and/or understanding of numerous relevant cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Multilingual communication skills, fluent in Spanish and/or other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates and manages clinical trial operations across numerous varied teams. Assists with the design, development and implementation of clinical trials and department plans. Ensures clinical trials are conducted appropriately per standard operating procedures and guidelines and aligned with university values and expectations. Provides support and guidance to lab-related research operations.				
Reviews trial-related documentation (e.g., abstracts, amendments, brochures). Develops new procedures to improve trial performance and compliance. Ensures regular, consistent operations and daily procedures. Implements changes or new processes as needed. Stays current with changes to processes, policies and best practices, along with industry trends and developments.				
Provides oversight, guidance and leadership (e.g., staff coaching) while continually assessing team performance. Assists managers with addressing study-related questions from internal/external stakeholders (e.g., principal investigators, Institutional Review Board). Coordinates and assists with staff hiring and training. Schedules regular meetings with team managers.				
Works closely with leadership to coordinate and supervise daily operations. Ensures leadership has appropriate and effective education plans for new hires' job descriptions, closely collaborating with varied stakeholders. Assists leadership with all projects and duties as needed/directed.				
Develops processes and facilitates regular, open communications between departments, interacting and coordinating with numerous relevant stakeholders. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
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ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I

understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.