

Date Posted: 07/05/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Clinical Research Coordinator

Employer/Agency: St. Hope Foundation

Job Description: **YOUR ROLE ON THE SHF TEAM:**
Joining our dynamic team as a Clinical Research Coordinator provides an opportunity to coordinate clinical trials with the Clinical Research team.

CORE FUNCTIONS ON THE SHF TEAM:
Activities of the Clinical Research Coordinator will include, but is not limited to the following:

- Possess “people focus” skills – smile, friendly, genuinely caring personality
- Team oriented and teachable
- Maintains records for clinical study and regulatory documents Interfaces with medical team
- Collects and enters data into electronic case reporting
- Execute and edit queries
- Collects and reports adverse effect events to regulatory agencies and sponsor
- Have a full understanding of Serious Adverse Event (SAE) reporting, process production of reports, narratives and follow up of SAEs

Qualifications: **PHYSICALLY SENSORY CAPACITY:**
The position occasionally requires sitting, standing and bending. Occasional very light lifting, up to 50 pounds or an equivalent weight may be required.

SKILLS /TRAINING’S:
Extremely detailed oriented and organized. Highly accurate; talented computer skills.

EDUCATION /EXPERIENCE: Bachelor’s degree

(BS/BA). A minimum of two years of documented experience in clinical research field.

LICENSE REQUIREMENTS: CRC certification

Salary/Hours: Salary Negotiable
Work Schedule: Days/Hours Work Mon-Thur (flex schedule)

Employer/Agency: St. Hope Foundation
City, State: Houston, TX

Application Method: Apply at http://offeringhope.org/?page_id=953&j=1314

Opening Date: Immediately

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you*