

JOB TITLE: Senior Clinical Research Coordinator – MI4 Clinical Research Platform

POSITION SUMMARY:

Under the direct supervision of the Project Manager of the MI4 Clinical Research Platform, we are seeking a highly motivated, organized, enthusiastic individual to join our dynamic team.

The incumbent will work on various studies in infectiology and immunology (**including studies on COVID-19**). The incumbent will work in close relation with the PM and should assume some **project management tasks** as well as being **able to run clinical trials from A to Z**.

GENERAL DUTIES:

Responsibilities may include but are not necessarily limited to:

1. Coordinate patient recruitment and study procedures
2. Be the direct link between the investigator, the research team and collaborating laboratories/co-investigators at the study site to ensure the smooth running of the clinical aspects of studies
3. Liaise with internal staff to prepare submissions to ethics review committees and governmental agencies;
4. Under the general supervision of the Project Manager of the MI4 Clinical Research Platform, coordinate study activities at study site to meet appropriate project timelines and patient enrollment goals;
5. Other responsibilities may include but are not necessarily limited to:
 - Assist the Project Manager of the MI4 Clinical Research Platform with preparing funding requests, protocol development, ICF, submissions to ethics/regulatory requirements
 - Assisting in the development of ICFs, questionnaires, and editing protocols for studies and ethics submission
 - Performing miscellaneous job-related duties as assigned by supervisor, including support to other coordinators and research staff members.
 - Data entry and coordination

REQUIREMENTS:

Education

- Bachelor of Science (BSc) degree desired, preferably in the area of biomedical sciences
- 2 years of experience recruiting and following participants participating in research protocols
- 2 years experience in project management

Skills

- Excellent command of English, both spoken and written, with fluency in spoken French
- **High level of initiative and organization**
- **Ability to prioritize and to multitask**
- Willingness to learn and adapt to new situations
- Demonstrated ability to work independently as well as within a team
- Ability to exercise tact, discretion and confidentiality
- Computing skills including; Microsoft Word, Excel, PowerPoint, Access
- Experience with REBs, Infectiology and Immunology would also be an asset

Please direct all applications and/or inquiries to jonathan.roger@muhc.mcgill.ca.