Project Support

Job Title(s): Project Coordinator, Project Associate, Program Assistant, Project Specialist, Clinical Trial Assistant
Department: Clinical Operations
Organization Type: Contract Research Organization (CRO)-based
Status/Salary: Exempt and Hourly (Range $38,500–$58,000)

CLINICAL Research Professionals

SUMMARY OF ROLE The Project Assistant and Clinical Trial Assistant are junior roles responsible for administrative tasks—both simple and complex—in support of project or department goals. These positions work with team members to ensure that projects and assignments are completed in accordance with contract, customer, and/or organizational expectations.

Project Coordinators, Associates, and Specialists are more senior positions that assume additional responsibilities such as Trial Master File updates and overall document and regulatory management. These positions may also train junior staff and have increased responsibilities for project team support in the areas of initiation, planning, execution, control, and/or closure.

ESSENTIAL DUTIES

- Responsible for the coordination and completion of simple and complex administrative tasks in support of project or department management, such as file creation and maintenance, phone coverage, and the creation of status reports, presentations, and graphics
- Coordinate, attend, and participate in project meetings; prepare and distribute meeting minutes and action items
- Regularly facilitate team communication and liaise with sponsors, investigate sites, and third-party contractors, as requested
- May update or coordinate updates to Trial Master File
- May provide support for quality assurance activities, including preparation for audits and internal review, preparation of documentation, and resolution on actionable issues
- May create and track budgets, and assist in the preparation of work order requests

KNOWLEDGE, SKILLS and ABILITIES

- High proficiency with full Microsoft applications
- Strong spoken and written communication skills; fluency in English
- Strong interpersonal, collaborative, and time management abilities
- Excellent organizational skills; accurate and detail-oriented

EDUCATION and EXPERIENCE

- Associate's degree in related field and 2 years' experience in a medical and/or research setting, **or**
- Bachelor's degree in related field and 0–1 year of experience in a medical and/or research setting

TRAVEL and PHYSICAL REQUIREMENTS

- Travel can range from 0 to 10%

CAREER PATHWAYS

- Project management
- In-house clinical research associate (CRA) ▸ CRA pathway
- Remote monitor
- Clinical research coordinator
- Regulatory specialist

UNCW College of Health & Human Services

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