Working Title:
Research Administrator - Clinical Trials Unit

Official Title:
SR ADMIN PRGM SPEC(R07BN) or ADMIN PROGRAM SPEC(R07DN) or ASSOC ADMIN PRGM SPEC(R07FN)

Degree and area of specialization:
Bachelor's degree in business, management, research administration, science, or related field.

Minimum number of years and type of relevant work experience:
Minimum of 3 years experience managing research programs, including human subjects compliance, contract and grant management, and facilities, space and people management.

Demonstrated organizational, communication, and interpersonal skills required.

Knowledge and understanding of the principles of and experience in research administration, including uniform guidance, federal and non-federal pre- and post-award grant practices and reporting requirements highly preferred.

Knowledge and understanding of the principles of and experience in clinical trials administration and SOP creation and maintenance highly preferred.

Experience in working in research administration at UW-Madison highly preferred.

Principal duties:
This is a responsible position managing the administrative aspects of the Clinical Trials Unit in the Department of Biostatistics and Medical Informatics (BMI) in the UW School of Medicine and Public Health. The primary function is supporting the Statistical Data Analysis Center (SDAC) within the Clinical Trials Unit. SDAC performs arms-length statistical data analysis to support the Data Monitoring Committees (DMCs) that monitor clinical trials run by pharmaceutical companies. The successful applicant will work closely with the Director of the Clinical Trials Unit to manage all aspects of the unit's operations. The person who fills this position will be a key member of the BMI administrative team and will be expected to participate fully in team meetings, the research administrators network, and other relevant activities at the department, school, and campus levels.

20% Act as primary point of contact and manager for all contract and grant proposals for the unit. Responsibilities include developing the budget and payment schedule for each agreement, working with the principal investigator to develop the statement of work, and managing all administrative aspects of the awards, including internal routing, negotiations, interactions with appropriate campus offices, interactions with the sponsor, award setup, monitoring sponsor payment of the automated payment schedules, and maintaining complete files of all grant files on the SDAC intranet.

20% Act as primary point of contact and manager for all human subjects compliance issues, including Institutional Review Board applications and continuing reviews. Responsibilities include acting as the main point of contact on all IRB applications and assuming responsibility for obtaining and maintaining IRB approval as needed for any project in the unit, including contracts, graduate student projects, publications, etc. Additional responsibilities include completing the initial and continuing review applications and submissions once the PI has approved the content, including responding to reviewer questions, downloading the approval letter and related documentation to the SDAC intranet, uploading the approval letter into WISPER to request an account number, ensuring that the lead researcher for the study receives copies of all study files; and completing and submitting change of personnel applications to IRB protocols as necessary.

20% Perform post-award financial management. Duties include monitoring contract budgets and invoice payments, establishing equipment needs and working to purchase or lease the appropriate equipment, purchasing needed items with the support of the program
secretary and financial specialist, coordinating with the Department's Biostatistical Computing Group on computer and related equipment purchases, coordinating with the financial specialist to create the annual SDAC computing invoice and provide the appropriate funding information; close out accounts of finished projects and transfer residual funds to appropriate accounts; and prepare the semi-annual financial report.

10% Provide general administrative and facilities support to the unit, including requesting and terminating computing accounts as needed; managing Clinical Trials unit space in WARF; setting agendas and schedules for monthly SDAC staff meetings; maintaining paper files; working with UW Police Department to arrange, approve, and terminate after-hours access to WARF; acting as floor captain for the UW Police Badger Watch Program; and providing key administrative support to the SDAC director, associate director, and PIs as requested.

Supervise the University Services Associate 1.

5% Provide general human resource support to the unit in collaboration with Departmental HR staff. Duties include acting as the primary point of contact for new employee orientation; working with Departmental HR staff to manage discipline and terminations, following SDAC SOPs and UW policies.

5% Manage standard operating procedures (SOPs). Responsibilities include maintaining the master log book and historical files as well as all corresponding files; managing the annual review process, including providing copies, with review and change request forms, to appropriate reviewers and conducting annual review of the administrative SOPs. Work with the SDAC director to update existing SOPs and develop new SOPs as necessary.

5% Manage the business continuity plan (BCP). Responsibilities include working with the SDAC director to write and maintain the business continuity plan, writing the administrative content of the plan, acting as the team leader for the plan, updating any appendices as needed, and implementing the plan if necessary to maintain the operations of the unit.

5% Manage Sponsor Audits. Responsibilities including acting as the primary point of contact to support the SDAC director and principal investigators in sponsor audits, compiling the Audit Response Folder with information and documentation requested by the sponsor, working with the PI/Director to complete required audit questionnaires, and coordinating audit activities.

5% Act as primary point of contact for confidentiality agreements, including reviewing agreements, routing them through the campus administrative system, and maintaining complete records.

5% Monitor unit payroll allocations. Responsibilities include monitoring the payroll portions of contract budgets, working with the payroll and benefits specialist to add new contracts, request salary cost transfers, and effort changes as outlined in the contract budget; communicating regularly with SDAC staff to manage payroll and effort commitment; and coordinating salary funding and memoranda of understanding (MOUs) with collaborators, both on campus and off campus.

A criminal background check will be conducted prior to hiring.
A period of evaluation will be required

Employee Class: Academic Staff
Department(s): SMPH/BIOSTAT & MED I
Full Time Salary Rate: Minimum $43,000 ANNUAL (12 months) Depending on Qualifications
Term: This is a renewable appointment.
Appointment percent: 100%
Anticipated begin date: JULY 24, 2016
Number of Positions: 1

TO ENSURE CONSIDERATION
Application must be received by: JULY 19, 2016
HOW TO APPLY:
In order to apply, applications must be submitted online at https://uwjobapply.wisc.edu/Apply.aspx?pvl=86812
Please upload a resume and cover letter.
Questions about the position can be directed to:
Molly Mitchell Phone: 608-265-0684
600 Highland Ave Fax: N/A
K6/419 Clinical Science Center Email: molly.mitchell@wisc.edu
Madison, WI 53792-0001
Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY SERVICE for further information. )

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to http://www.oed.wisc.edu/reports-and-forms.htm to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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