AUBURN
Human Resources

Coord, CVM Clinical Trials

Job Description

JOB INFORMATION

Job Code	IC29
Job Description Title	Coord, CVM Clinical Trials
Pay Grade	VT09
Range Minimum	$51,960
33rd %	$64,090
Range Midpoint	$70,150
67th %	$76,210
Range Maximum	$88,340
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/3/2020

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Research

JOB SUMMARY

Under general supervision, supports the clinical faculty primary investigators of the Auburn University College of Veterinary Medicine Department of Clinical Sciences in pursuance of clinical research by coordinating clinical appointments, maintaining records, and maintaining research compliance.

RESPONSIBILITIES

- Coordinates clinical research studies involving animals. Responsible for coordinating clinical appointments of enrolled client-owned animals for treatment administration and assisting with clinical research studies involving animals. This includes, but is not limited to, patient intake, diagnostic testing, arranging housing, sample acquisition, sample processing and storage, and consultation with services within the Veterinary Teaching Hospitals. Completion of clinical appointments may also involve development of discharging information and communication with owners of enrolled patients.
- Performs data entry and assists with analysis. Responsible for creating and maintaining spreadsheets for any clinical research study and obtaining and evaluating preliminary patient data for enrollment into a trial. Records and maintains all study data as dictated by the study/research. Assists with statistical analysis of data and provides summary reports and timeline data to investigators and sponsors.
- Recruits client-owned animals for study enrollment. Serves as the initial contact with referring veterinarians and owners to determine patient eligibility for ongoing research trials. Communicates the purpose of the research, allowable costs, risks, outcome measure, and expectations during recruitment and follow-up of enrolled patients will be essential roles of the coordinator, with participation and oversight by the investigating faculty.
- Ensures individual investigators and investigations meet research compliance and budget requirements. Assists investigators with development of client research review committee, IACUC, IRB, and client consent documents. Prepares annual reports to IACUC and other regulatory agencies and works with occupational health and safety to confirm training requirements for all investigators and support personnel. Tracks and submits invoices and reviews accounting reports for accuracy.
- Develops and maintains promotional information (including but not limited to AU CVM clinical trial website, e-blasts, faxes, social media, mailings) for clinical trial recruitment.
- Assists with development of new clinical research and clinical trial proposals. Assists with literature search, development of protocols, and formulates budgets for sponsored research contracts.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Associate's degree in Biological Sciences, Veterinary Sciences, Animal Science, or related field with a Veterinary Technician License. Bachelor's degree preferred.	and	6 years of	experience as a veterinary technician or in a setting that performs animal research. Experience as a veterinary technician with supervisory responsibilities preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of veterinary hospital and research laboratory practices.	
Familiarity with medical terminology and working with patients.	
Must demonstrate dedication to a collegial environment by excellent interpersonal skills, self-motivation, and a team-oriented approach to all responsibilities.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Veterinary Technician-NAVTA	Veterinary Technician License required for candidates with an Associate's degree. For candidates with a relevant Bachelor's degree, the certification is not required.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.