***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Research Supervisor Clinical**

Job Family: Research Sub Family: Clinical

**Use of this position where a Supervisor and Manager will be in the same division requires approval from the Dean of the School**

**Job Summary:**

This position is responsible for supervising the day-to-day operations of clinical research programs, studies and/or projects and providing administrative and technical support to research activities.

**Essential Functions:**

* Supervise assigned staff including training research staff, students and/or residents; scheduling and coordinating work of staff; monitoring and evaluating staff performance.
* Coordinate and oversee the process of recruitment and screening of subjects for research studies.
* Develop, recommend and implement policies, procedures, and/or methods for clinical research. Coordinate and participate in the design of protocol manuals, education materials, evaluation and data collection instruments, and training materials.
* Oversee and coordinate the collection, entry, verification, and analysis of data.
* Direct and/or initiate facility recruitment; procure equipment and supplies; and interface with others to identify needs and issues related to the program, study, and/or project.
* Perform administrative duties; such as, managing the annual budget and ensuring compliance with quality control, security, and safety procedures. May prepare or assist with the preparation of manuscripts, scientific illustrations, and journal articles.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Epidemiology, Sociology, Psychology, Nursing or field of study related to the research of the clinic

Experience: Five (5) years in clinical research

Supervisory: One (1) year of direct supervision or responsibility for training, work coordina tion, and monitoring the work of others.

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3306E

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213602

USM eCode: E24333 AAP Code: 3C