



Position Description

DATE: April 2024

POSITION TITLE: Clinical Trial Associate**CLASSIFICATION:** Non-Exempt**REPORTS TO:** Senior Protocol Monitor**SUPERVISES:** None

Summary:

The Clinical Trial Associate (CTA) provides essential support to the clinical research team responsible for the conduct of clinical studies. This role involves collaboration with cross-functional teams—including investigators and site personnel—to ensure the successful planning, initiation, and execution of clinical studies. The CTA is the primary point of contact for clinical sites and assists the Protocol Monitor with structured centralized monitoring functions. The CTA must have in-depth knowledge of the study protocol and procedures.

Duties and Responsibilities*:

- Assist with the development and review of essential trial documents.
- Draft procedures for internal and external use during the project.
- Prepare materials for IRB review, including applications, consent, and other participant resources.
- Serve as the primary point of contact for site communications (e.g., phone, email, etc.) throughout the study life cycle, routing communications to other research team members when needed.
- Support communications with other clinical trial team members, including vendors.
- Support study start-up activities, including tracking of site certification progress.
- Assist with centralized, structured monitoring tasks, such as the review of administrative study reports and the resolution of data discrepancies.
- Maintain trial-related documentation in compliance with regulatory standards.
- Support the preparation of study documents in advance of internal/external audits and the archival process.

Skills, Knowledge, and Abilities May Include:

- Excellent professional written and verbal communication skills.
- Time management skills.
- Effectively understands assignments and instructions.
- Detail attentiveness and organization.

- Critical-thinking skills.
- Proficiency with Microsoft Office products.

Education and Experience:

- Bachelor's degree and 2+ years of experience preferred. Education can be augmented with additional experience.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

***Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.