
Clinical Trial Assistant - FTE

This is an exciting opportunity for a self-motivated, experienced, administrative professional to work within a fast paced, energetic environment for the Scleroderma Research Foundation, a highly respected non-profit organization dedicated to supporting research for a cure for Scleroderma. As a Clinical Trial Assistant (CTA) you will assist the clinical research team and the foundation's operational team in ensuring the most effective and efficient conduct of clinical research studies by providing administration and project tracking support, as well as administrative support for the Foundation's research grant making program.

The Clinical Trial Assistant role is a partial work from home opportunity; candidates may be required to work out of the SRF's San Francisco, CA office (Financial District, 1 block from BART) as needed, up to several times per month.

Who We Are

Founded in 1987, the Scleroderma Research Foundation (SRF) is the United States' leading nonprofit investor in scleroderma research and is led by a Scientific Advisory Board comprised of some of the most highly regarded scientists in the nation. As part of its mission to fund and facilitate the most promising, highest quality research aimed at developing improved therapies and ultimately a cure for this disease, the SRF is launching CONQUEST, a phase 2b, international, multicenter, platform clinical trial to study multiple therapies for the treatment of interstitial lung disease (ILD) associated with systemic sclerosis (SSc-ILD). The goal of CONQUEST is to accelerate the development and approval of the most effective therapies to treat SSc-ILD.

Job Functions/Responsibilities:

- Provide general administrative support to the Clinical Operations Team and assist Foundation Team as needed.
- Participate in CRO project team meetings.
- Assist the Clinical Operations teams in completion of all required tasks to meet departmental and project goals.
- Support the Clinical Operations teams with ongoing conduct of studies.
- Assist the clinical team with the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures.
- Assist with periodic review of study files for completeness.
- To be familiar with ICH GCP, appropriate regulations and review and understand relevant SRF SOPs and SRF internal systems.
- Assist project teams with study specific documentation and guidelines as appropriate.
- Set up, organize and maintain clinical study documentation (e.g. Main Study Files, etc.) including preparation for internal/external audits, etc.
- Assist project teams with trial progress tracking programs as needed for updates to senior management.
- Copy and route incoming correspondence, internal documentation, CRFs, etc., as appropriate.
- Attend project team meetings and generate meeting minutes when necessary.

- Support the Executive Director in Administrative management of the research grant-making program, including receiving and tracking annual submissions, issuing award letters and payments, and maintaining accurate contact records.
- Coordinate logistics and travel planning for the Clinical Trial Team's participation in national meetings and conferences, and for Foundation's annual Scientific Workshop in San Francisco.
- To confidently manage a variety of software tools and technology platforms to support the administrative needs of a busy office.
- Other duties as assigned.

Qualifications/Experience Required:

To perform this job successfully, an individual must have demonstrated experience and aptitude in the essential job functions documented above. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Bachelor's Degree in a related scientific or medical field preferred. 2+ years of prior experience required with research or health care related academic or work experience preferable.
- Exceptional organizational skills, ability to manage multiple tasks and meticulous attention to detail.
- Strong written and verbal communication skills.
- Professional written and spoken English.
- Detail-oriented and collaborative with excellent problem-solving skills.
- Must be proactive, able to work independently as well as part of a high functioning team, and technology-savvy.
- Proficiency with Microsoft Office Suite, particularly Word, Excel, PowerPoint, Outlook.
- Willingness to travel for job related activities if required (expected travel is < 10%).
- Although this is a partially remote work-from-home position, candidates must be located within commuting distance of San Francisco (≤ 90 Mi.) and willing to work out of our San Francisco, CA office (Financial District, 1 block from BART) as needed for specific project duties.

What You Will Enjoy as an Employee of the SRF

You'll be a part of a collaborative, high-performance team while making an important difference for scleroderma patients who are counting on the SRF to fund vital research that will lead to a cure for this rare disease. Other benefits include:

- Flexible, partially remote work-from-home opportunity, working as needed from our San Francisco, CA office (Financial District, 1 block from BART).
- Competitive annual salary (\$90K- \$95K commensurate with experience)
- Generous vacation benefits accruing 3 weeks of vacation within your first year of employment.
- Sick leave accrual of 10 days within your first year of employment.
- A minimum of eleven holidays recognized during the year plus the day off on your birthday.
- Option for 100% employee sponsored comprehensive medical, dental and vision insurance. Additional options for medical insurance are available at an affordable cost.
- Life and disability insurance.
- Flexible spending account.
- Commuter benefits.
- 403B retirement plan.
- Laptop for remote and in-office work.
- Friendly, welcoming, and collaborative environment.

While this position is partially remote, please note that the selected candidate must be located within commuting distance of San Francisco (90 Mi.), as they may be required to work out of the HQ office on a routine basis to perform certain job duties.

Job Classification

This is an exempt, full-time position. Typical work hours are Monday to Friday.

Reports To:

This position reports to the Executive Director, working closely with the Head of CONQUEST Study Team, Chief Medical Officer CONQUEST

Please send your cover letter and resume to careers@sclerodermaresearch.org and include "**Clinical Trial Assistant**" in the subject line. Applications will be considered as they are received, and the position will remain posted until filled. Please tailor your cover letter to highlight how your credentials meet the qualifications listed herein. No calls, please.

The SRF is an equal opportunity employer, committed to a diverse and inclusive workplace. The SRF employees are proud of their colleagues, proud of where they work, and proud of the Foundation's research-focused mission. Thank you for your interest!