Research Manager, Clinical Trials

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Grant & Trust Professional

Research Manager, Clinical Trials

Department of Clinical Studies, Ontario Veterinary College

Temporary full-time from October 1, 2020 to September 30, 2022

Hiring #: 2020-0281

Please read the Application Instructions [1] before applying

The Animal Health Partners Chair in Veterinary Medical Innovation is seeking to hire a Research Manager to assist with the mission of facilitating the preclinical research program and expanding execution of translational clinical trials performed as part of the program. Veterinary clinical patients experience many of the same diseases in the same environments as humans. Veterinary clinical trials have significant potential to improve the evaluation of technology, techniques and devices prior to introduction to the human market. By studying these concepts or products in this patient population, we can better understand and refine protocols prior to introduction into human clinical trials; resulting in improved access for veterinary patients and improved outcomes for humans.

The position will be assigned to provide administrative duties within the Veterinary Medical Innovation program under the supervision of a faculty in the program. The key areas of responsibility include:

- Management of daily operations and projects for the Veterinary Medical Innovation Program
- Management and coordination of the Clinical Translation Platform including recruiting, supporting, reviewing and implementing study protocols
- Working with the Office of Research to develop and execute research agreements
- Writing and executing animal utilization protocols, research ethics board protocols, and others
- Grant writing, executing and tracking of billing for grants
- Management of clinical trials including project data and quality assurance, coordination and communication with clinicians and hospital administration
- Scientific writing for abstract and manuscript preparation
- Coordination of communication with stakeholders both within and outside the university
- Providing support and functional guidance to veterinary students, graduate students, clinicians (faculty) and staff

Requirements for this position include: successful completion of an undergraduate degree (graduate degree preferred) in biological or biomedical sciences and a minimum of one (1) year related experience, or an equivalent combination of education and experience which provides strong knowledge of a research environment including companion animal and translational research. A minimum of 2 years prior experience is preferred. Strong organizational skills and the proven ability to manage multiple projects, workflows and timelines. Ability to work effectively and demonstrate composure under pressure/stressful conditions and to meet multiple and competing deadlines. Ability to adapt to change and problem solve within a context of complexity and ambiguity. Excellent communication and writing skills; resourcefulness; ability to work independently and as part of a team. Strong proficiency with a variety of computer software applications including word processing, spreadsheet, database management and web design software is required. A protective rabies titre is required.

The incumbent will be expected to work a 35-hour work week with occasional scheduling flexibility for evening and weekend assistance as specific studies require.
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Published on Human Resources (https://www.uoguelph.ca/hr)

Classification               Grant/ Trust fund position, Band P03

GTP Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 09 09
Closing Date: 2020 09 16

Keywords: current [4]
opportunity [5]

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/research-manager-clinical-trials

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