125 S. Wacker Dr., Suite 1600
Chicago, IL 60606
P: 773-702-9171
F: 312-345-0117

www.AllianceforClinicalTrialsinOncology.org

Job Description			
Job Title:	**Translational Research Program Senior Coordinator**	**Job Category:**	Exempt ☒ Non-Exempt ☐
Department/Group:	Foundation (FDN)	**Reports to:**	Director of Translational Research Program
Location:	Chicago	**Travel Required:**	< 10% Travel anticipated
Level/Salary Range:	$	**Position Type:**	Full-Time ☒ Part-Time ☐ Contract ☐ Temporary ☐
HR Contact:	HR, Chicago	**Date posted:**	Click here to enter a date.
External posting URL:	Click here to enter text.		

ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION'S MISSION:

The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.

Purpose/Scope:

Alliance Foundation is looking for experienced laboratory science professionals transitioning into clinical research. This role will support the **Translational Research Program (TRP)**, serving as primary interface between FDN operations and lead physicians, scientists and statisticians conducting translational research as part of FDN studies, or on banked samples collected during clinical trials. This role will also work directly with FDN operations project managers to execute study protocols at clinical sites in the United States

ROLE AND RESPONSIBILITIES

- Manages central laboratory (academic and industrial) qualification process.
- Manges and facilitate central laboratory result interpretation discussion and result reporting among central laboratories, investigators, specialists, protocol operations, TRP leadership, biorepository, Statistics and Data Center and clinical sites.
- Tracks and monitors activities of central laboratories and facilitates the communication between laboratories, Alliance operations and clinical sites.
- Coordinates the molecular tumor boards for selected Alliance studies.
- Coordinates central laboratory audit process including audit report review and risk assessment review.
- Assists to prepare and review budgets of central laboratories. Tracks and verifies invoices to ensure accurate payment from the Alliance to central laboratories.
- Assists to prepare, ensure timely and accurate submissions of proposals, grants, and other funding requests to National Cancer Institution (NCI) and other funding agencies within the Alliance translational research

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program. This includes assisting preparation of progress reports and renewals.

- Supports preparation activities for meetings and presentations within the Alliance, with investigators, NCI, and other agencies.
- Coordinates timely and accurate completion of relevant protocol section, laboratory manuals, plans and other documents by TRP leadership
- Ensures compliance with applicable work instruction, SOPs, ICH GCP guidelines, and Alliance expectations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree required in biology or other sciences.
- 2-4 years cancer research experience is required, preferably in clinical cancer research.
- Experience in molecular diagnostic testing in cancer is highly desired.

PREFERRED SKILLS

- Working knowledge of ICH and GCP guidelines is highly desired.
- Proficient financial and analytical skill required including budget development.
- Knowledge of federal regulation for grant management and policies.
- Experience of medical writing is preferred.
- Strong Organizational skills/Project Management and attention to detail.
- Proven ability to think critically, analyze existing processes, and suggest process improvements.
- Excellent oral and written communication skills and strong organizational abilities.
- Proficient with Microsoft Office Suite. Advanced computer skills and ability to train others in system usage.

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ADDITIONAL NOTES

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Last Updated By:		Date:	