Summary

An Adjunct-Assist./Assoc. Professor of Research in the College of Dental Medicine is a faculty member who is responsible for assisting in the development and assisting of research projects (clinical, basic science, translational etc.) in the College of Dental Medicine, development of the College of Dental Medicine, and the advancement of his/her professional development.

Responsibilities

- Assume responsibility for the preparation of protocols and Case Report Forms, finalization of monitoring and data management options (either in-house or contracted to a Contract Research Organization), Ethics committee approval, development of recruitment strategies to increase patient randomization into the trial, the provision of clinical trial materials, and management of the trial.

- Ensure that all aspects of good clinical practice (GCP) are complied with at all times through provision of training at start-up and initiation meetings for clinical trials and on-going SOP development.

- Coordinate the smooth monitoring of all trials by identifying and managing qualified students and staff, establishing audit procedures.

- Participate on corporate global clinical research teams ensuring that colleagues are updated on all relevant issues.

- Ensure the smooth running of the clinical research department by developing systems to track projects including all study, investigator and ethical review board information, patient recruitment activity and financial management.

- Have responsibility for the financial management of the clinical trial program including budget planning, resource allocation and preparation of quarterly reports.

- May be asked to develop and deliver instructional materials to meet Block learning outcomes.

- Functions as a group advisor to provide advisement and guidance for intellectual, personal, and professional development of assigned students.

- Collaborates with other faculty, preceptors and clinical personnel to provide optimum learning opportunities for students.

- Plans, supervises and evaluates research experiences for students.

- Maintains expertise in his/her specialty areas.

- Maintains a positive and effective learning environment that promotes the professional development of students.
• Assists in preparation for accreditation visits.
• Develops and evaluates standards/criteria for the admission, progression, and graduation of students.
• Maintains collegial relationships with students and colleagues.
• Collaborate with clinical coordinator.

Skills
Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

• Ability to meet challenges of adult students with diverse backgrounds.
• Effective verbal and written communication skills.

Education/Training
• PhD (preferred)/Master's Degree from an accredited institution.

Experience
• Research experience in basic sciences at the postsecondary level.

Work Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between local campus buildings, off campus, and to other Roseman University facilities out-of-state.
• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

Required Physical Abilities
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, hand-written forms, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.

I have read the above position description and have received a copy.

_______________________________________    _________________
Employee Signature        Date