

## Full Time RA/Coordinator Position at MUSC (Charleston, SC) - Addiction Sciences

The candidate will provide a full range of technical and professional research services in the Addiction Sciences Division of MUSC for Dr. Erin McClure. The candidate will be located at MUSC Charleston and will be responsible for oversight of Dr. McClure's ongoing trials. The candidate will work closely with MUSC Charleston research staff and remote research staff in Pickens, SC. Job responsibilities include handling administrative responsibilities for studies, reporting on outcomes and progress, training research staff and complying with Good Clinical Practice standards, and working in collaboration with the remote Program Manager at Pickens to ensure successful execution of all ongoing studies.

Specific tasks may include; overseeing subject recruitment, data collection and management, data quality control and data audits, purchasing study supplies and managing supply inventory, working with the Program Manager in assuring regulatory compliance, building and maintaining REDCap study databases. This role may include supervisory duties such as training and overseeing Program Assistants and signing off on timesheets and time off requests. The candidate will have exceptional organizational, management and interpersonal skills and be able to manage tasks across several ongoing studies. Experience with REDCap is highly preferred, as well as experience working on multi-site clinical trials. Finally, the candidate must have exceptional interpersonal skills and be able to work collaboratively with research staff, remote site staff, medical clinicians, administrative staff, and study subjects.

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