JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Manager, Clinical Trials

Job Code: 10354

Salary Grade: 23

FLSA Status: Exempt

Job Family: Health Services

Job Subfamily: Clinical Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Manages the day-to-day operations of the clinical trials program, providing administrative and fiscal oversight across study start-up, conduct, and close-out. Negotiates sponsor contracts, oversees regulatory compliance and budgets, supervises clinical trials staff, and serves as a liaison with investigators, departments, and external research partners.

Job Responsibilities

1. Provides direct administrative and fiscal management of the clinical trials program and related grants, overseeing day-to-day business operations, strategic plans, and new workflows and processes.
2. Negotiates contracts with sponsoring and funding agencies and prepares and submits applicable regulatory filings.
3. Develops and manages the program budget, oversees fiscal viability, and advises medical and college/department leadership on long-range financial planning and new initiatives.
4. Oversees regulatory aspects of study start-up, continuing review, and study close-out, ensuring compliance with institutional policies and federal regulations.
5. Ensures staff correctly identify and assess eligible patients, including clinical history, initial assessment, patient data forms, and informed consent.
6. Supervises assigned staff, including hiring, training, scheduling, performance evaluation, and termination, and sets appropriate pay within University-approved salary ranges.
7. Manages clinical trials data and performs data analysis, establishing and maintaining reporting metrics and operational functions.
8. Serves as a liaison and referral resource for investigators, departments, outside physicians, and research partners, building relationships and sharing best practices to improve processes.
9. Conducts ongoing assessments of outreach, timelines, and staffing needs, and presents clinical trial information at meetings.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's degree in a health-related field, including Health Administration, Public Health, Nursing, or a closely related field.
- Experience: 4 years in clinical trials research coordination and/or administration, professional-level data management and analysis, or a closely related professional-level role.
- Management Experience: 2 years
- Equivalency/Substitution: Will accept 4 years of directly related experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Applies intermediate planning, organizing, directing, and facilitating skills.
- Communication & Collaboration: Communicates, written and verbally, directly with staff, internal and external stakeholders and other management positions within job family.
- Problem Solving: Identifies root causes and develops practical solutions.
- Autonomy: Applies institutional standards, policies, and guidelines.
- Leadership: Typically supervises a team of individual contributors and potentially Manager 1s.

Working Conditions

- Clinical, laboratory, or patient-care environment.
- May involve exposure to biological specimens, infectious materials, chemicals, or hazardous agents, requiring adherence to safety protocols and use of personal protective equipment.
- Prolonged standing, walking, and repetitive motion
- May require lifting or moving of patients, specimens, or equipment.
- May include evening, weekend, or on-call hours.
- This position has been designated as safety-sensitive.

Printed Date: 11/25/2026