



Clinical Trials Assistant Director

Job Code: 6406

Salary Grade: C09

FLSA Status: Exempt

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.

Duties and Responsibilities

Assists with overseeing the administration and operational aspects of business and finance for a clinical trial, to include but not limited to information, budget and finance, process improvement, business planning, and regulatory. Assists with developing strategic planning goals and initiatives for clinical research and budget development. Ensures full compliance with local, State, and Federal policies and procedures. Provides support, direction, and coaching with hiring, training, disciplinary action, problem resolution, planning, and work assignment delegation. Serves as Lead when supervisor is not in the office.

- Oversees and develops informatics processes and systems that establishes data integrity of clinical trials research. Oversees quality assurance, quality control, data extraction for interpretation, track research for population reports for decision making tools, and velos management.
- Oversees and manages budget development for all studies, coverage analysis processes, and financial feasibility for each study. Interfaces with the department finance team.
- Develops and manages infrastructure for pre-study communications to include e-Reg, e-consent, and electronic protocol library.
- Identifies deficits and creates/implements new processes to improve the deficits. Serves as liaison with project management team. Assists with development of policies and procedures.
- Assists with staff development and engagement. Implements and enforces clinical trials office training and continuing education for staff. Develops metrics for team evaluation and oversees strategic management.
- Performs other job related duties as required or assigned to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

Required: Bachelor's Degree in related field.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's Degree for a total of 108 months related experience.

Experience:

Required: 60 months management/supervisory experience in a related field.

Certifications or Licenses:

If a Nurse or Physician Assistant, Nurse Practitioner will require a license through the State of Oklahoma.

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

Knowledge, Skills, and Abilities

- General management and organization skills with an emphasis on communication collaboration, and interpersonal skills.
- Proficient with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint and Access)
- Ability to communicate verbally and in writing.

Working Conditions

Physical:

- Must be able to work in sitting position, use computer and answer telephone.

Environmental:

- Office Work Environment.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

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