



Oncology Research Specialist

Job Code: 9001

Salary Grade: C05

FLSA Status: Non-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

Under direct oversight from the Clinical Trials Office, assists the clinical research staff with oncology research projects.

- Assists in the consenting of patients to trials of minimal risk.
- Reviews study protocols and/or consent forms of assigned trials.
- Observes and may assist Clinical Trials Staff with patient screening and follow up.
- Provides, administrative support such as organizing blood draw kits, sending patient communication, organizing charts, and other duties as received.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in related field.

Experience:

Required: None.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Excellent verbal communication skills
- Maintain a high degree of confidentiality
- Highly organized and able to handle multiple projects and deadlines
- Ability to interact professionally with clinical staff and patients

Working Conditions

Physical:

Ability to engage in repetitive motions.

Environmental:

Clinical environment.

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