



**Clinical Research Data Operations Supervisor**

**Position Number: CRDOS.0122**

**Cancer Research And Biostatistics (CRAB)** is a non-profit organization whose purpose is to help conquer cancer. The tools and expertise we bring to clinical trials development include biostatistical principles, oncology clinical trials expertise, data management and monitoring capabilities, electronic data capture solutions, education, support, and training.

**Position Summary:**

The Clinical Research Data Operations Supervisor (DOS) acts as liaison and reference resource to participating institutions' Clinical Research Associates (CRAs) and other project personnel. Performs quality review and evaluation of study data. Interacts with Biostatisticians and other study team personnel, participating in activities necessary to enhance and maintain data management functions for specific scientific committee(s) and/or projects as assigned.

The DOS reports directly to the Data Management Program Director and is responsible for the direct supervision of Data Management personnel. Independent judgment is used in the hiring, training, discipline, termination and performance evaluations of staff. Makes operational and procedural decisions with input from the Data Management Program Director. The DOS is also an active Clinical Research Data Coordinator (DC), therefore also responsible for items outlined in the DC I-II-III job descriptions.

**Primary Duties and Responsibilities:**

- Interviews, hires and supervises the work of data management personnel
- Evaluates and rates employee performance
- Coaches and provides career development advice to staff
- Provides ongoing and advanced training to data management personnel
- Handles personnel issues related to discipline and termination of staff if warranted
- Works with the data management team to assess and balance workloads of assigned data management staff
- Ensures that data management personnel follow and adhere to official Standard Operating Procedures and Work Instructions
- Plans and develops systems and procedures to improve the operating quality and efficiency of the department
- Makes updates for staff in database tables that have restricted access to lead personnel
- Attends, participates in and/or directs regular data management leads, CRAB Supervisor and support staff meetings
- Responsible for staff scheduling in regards to paid time off, flexible schedules and group meeting attendance
- Performs other duties as assigned

**Required Qualifications:**

- BA/BS in health, life sciences, similar field, or four years of experience in clinical trials research setting
- PLUS an additional six years of clinical trials research experience. Graduation from a research related certification program or certification in a recognized research related professional society (SoCRA, SCDM, ACRP) may be substituted for three of the additional six years of clinical trials research experience
- Comprehensive knowledge of and proficiency using electronic data capture systems
- Experience mentoring/training other, less senior staff

- Significant knowledge of anatomy/physiology, medical terminology, ICH/GCP Guidelines and AJCC TNM staging
- Solid familiarity in statistics
- Proficiency with Microsoft Word, PowerPoint and Outlook
- Proven public speaking experience
- Out of state travel is required

**Desired Knowledge, Skills and Abilities:**

- Spanish language skills highly desirable
- Two years of experience in management or filling a leadership role
- Excellent written and oral communication skills
- Demonstrated organizational skills with an attention to detail
- Proven ability to use sound judgment and diplomacy while interacting with staff and participating Study Sites
- Excellent interpersonal/teamwork skills for effective collaboration
- Graduation from a research related certification program
- Certification in a recognized research related professional society

---

This is a full-time position and is Exempt from state and federal overtime regulations.  
Employment authorization is required.  
Travel/relocation expenses will not be provided for this position.  
CRAB is an Equal Opportunity Employer.

**In your cover letter, describe how your skills and experience match the qualifications for the position.**

**To apply, submit resume and cover letter with position number via mail, fax or email to:**

Cancer Research And Biostatistics  
Attn: Hiring Coordinator  
1505 Westlake Ave N, Suite 750  
Seattle, WA 98109-6244  
Fax: (206) 342-1689  
[crabjobs@crab.org](mailto:crabjobs@crab.org)

**Posting Date:** January 7, 2022

**Closing Date:** Open till filled