

SCU OF HEALTH SCIENCES
Job Description

JOB TITLE: Clinical Research Associate

Reports To: Director of Health Services Research
Prepared by: ADP TotalSource

December 20, 2017

SUMMARY:

This position is primarily responsible for supporting clinical and health services research efforts at SCU by engaging in research projects and various research-related activities by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Engage in the design and conduct of research projects under the direction of SCU faculty

Perform scientific literature searches

Compose and edit research grant proposals

Compose and edit manuscripts for peer-reviewed publication

Prepare presentations for scientific conferences

Perform statistical analyses of research data

Produce tables, charts and graphs

Compose applications to institutional review boards -and data vendors

Prepare data user agreements and contracts

Prepare reports to funding agencies

Participate in research project meetings

Attend and participate in scientific conferences

Attend trainings in research methods and the responsible conduct of research

Adhere to all rules and regulations related to protection of human subjects

Stay informed about the scientific evidence for integrative healthcare

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

Leadership

- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Organization

- Business Acumen - Demonstrates knowledge of market and competition; Aligns work with strategic goals; Analyzes market and competition and adapts strategy to changing conditions.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: Microsoft Office, Adobe Acrobat; and statistical analysis software.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

Required:

- Excellence in writing
- Clinical and/or health services research experience
- Education and experience in biostatistics

Preferred:

- Graduate degree
- Clinical background
- Integrative healthcare background
- Experience in grant writing
- Experience with SAS statistical analysis software

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to talk or hear

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Expectations of SCU Employees

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

SCU Core Values:

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. Grit: Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.

(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3. Sense of Humor: Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

SCU Permission-to-Play Values:

- 1) Respect
- 2) Integrity
- 3) Emotional intelligence
- 4) Team player
- 5) Accountability
- 6) Collegiality
- 7) Authenticity

SCU Aspirational Values:

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability

Common Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership
- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

Profile-Specific Qualities By Category:

- 1.) They promote positivity and teamwork
 - a. They actively work to build up teams and break down silos
 - b. They actively work to be part of the solution
 - c. They actively work to empower themselves and their teammates, working together in decision making processes
- 2.) They see how they can affect the bigger picture
 - a. They understand how their role helps to build the future of integrative healthcare
 - b. They pay attention to the details.