

POSITION ANNOUNCEMENT: Clinical Research Coordinator



Classification

Exempt

JOB DESCRIPTION

Summary/Objective

The study coordinator will be responsible for overall coordination of protocol activities.

Essential Functions:

- Identify, recruit, screen, and enroll eligible participants in clinical research studies in accordance with approved protocols and recruitment strategies.
- Educate potential participants about study objectives, procedures, risks, and benefits, and obtain informed consent while ensuring full compliance with ethical and regulatory requirements.
- Coordinate and schedule study visits, laboratory assessments, diagnostic procedures, and follow-up activities in alignment with study protocols and timelines.
- Collect, review, and maintain accurate clinical and research data, ensuring completeness, quality, and protocol compliance.
- Perform timely and accurate data entry into electronic data capture (EDC) systems, databases, and study-related documentation platforms.
- Maintain and organize essential study documents, including paper and electronic files, ensuring regulatory compliance and audit readiness.
- Collaborate with investigators, sponsors, monitors, and study team members to support the successful execution of clinical trials.
- Ensure adherence to Good Clinical Practice (GCP), institutional policies, and applicable regulatory requirements, including FDA and IRB guidelines.
- Support monitoring visits, audits, and inspections by preparing study documentation and responding to data queries as needed.
- Maintain participant confidentiality and protect sensitive information in accordance with HIPAA and applicable privacy regulations.

Competencies

1. Strong organization and time management skills.
2. Exceptional attention to detail.
3. Excellent verbal and written communication skills.
4. Strong interpersonal and participants engagement skills.
5. Adaptability and flexibility.
6. Team work and collaboration.
7. Professionalism and confidentiality.



**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday; availability to work nonstandard hours and weekends if needed.

Travel

Some travel in/out Puerto Rico is expected for this position.

Required Education and Experience

Medical Technologist, Nursing degree, or another terminal license in the healthcare field.

Bilingual (Spanish and English)

Excellent computer skills in MS Office (Word, Excel, Power Point)

Ability to consistently meet daily, weekly and monthly deadlines

Certificates, Licenses, Registration

If employee will be a Nurse, must have nursing license.

Applications may be submitted to:
Human Resources Department
Ponce Health Sciences University
Email: jobs@psm.edu

