Department
The Center for Clinical Research Education (CCRE) in the Division of Clinical Research (DCR) at the Massachusetts General Hospital (MGH) offers over 200 live and online courses annually with approximately 6,000+ participants. The CCRE is an asset to the research community and is well regarded at MGH and Partners-wide.

Position
The Assistant Director of the CCRE plays a significant role in the conduct and quality of clinical research at MGH and other Partners institutions. The primary responsibility of the position is to develop educational opportunities for investigators and new and experienced study staff through live lectures, online modules, and other multimedia initiatives. The Assistant Director works closely with the Co-Directors of the CCRE on overall curriculum development to address the needs of the research community.

The Assistant Director:
• is responsible for thinking proactively about the program, identifying gaps and areas to be amplified to provide a robust educational curriculum
• plans curriculum for academic year
• conducts “market research” which includes researching new trends in clinical research, changes in regulations and guidelines
• stays informed on MGH and Partners policies
• monitors education programs at other institutions and organizations (ACRP, SOCRA) to ensure MGH has a premier educational program
• develops course content for production of online modules or reaches out to subject matter experts to assist with live/online course development
• reviews course attendance and evaluations to assess whether courses should be revised, changed to a different format, expanded or replaced
• considers hiring cycles and grant timelines as well as hospital-wide implementation of new policies and changing regulations when implementing and scheduling courses
• works closely with the CCRE Production Team which includes an instructional designer and live course coordinator. The CCRE Production Team manages course logistics, center website, and learning management system

The candidate must be:
• outgoing and willing to foster positive and beneficial relationships with faculty and research-related departments at MGH, Partners, and HMS
• open to interacting and fostering relationships with investigators and study staff as he/she is often the person staff will first encounter when interacting with the DCR
• flexible and accommodating when faculty or departments reach out to ask for assistance with providing the new or revised information relevant to the conduct of clinical research
• passionate about education
Required

- 5+ years of clinical research experience as a clinical research coordinator, project manager or similar position
- minimum of bachelor’s degree in a scientific discipline
- extensive knowledge of FDA regulations and ICH/GCP guidelines and research conduct
- enthusiastic about education and the impact it has on investigators, study staff and the quality of research conduct
- leadership and communication skills are required. Timely, efficient, and accurate responses to email are essential.
- Positive and outgoing personality who understands the importance of interacting with the research community

Preferred

- experience working in research at an academic medical center
- professional certification (e.g., ACRP, SOCRA)
- advanced degree in a scientific field (MS, MPH)
- prior experience in curriculum development

Ideal Candidate

The ideal candidate has a passion for clinical research and education, and understands how important education is to investigators, study staff, and the conduct of quality research. Additionally, the ideal candidate:

- understands the issues involved in the conduct of research and is willing to maintain up-to-date knowledge on Federal Regulations, Good Clinical Practices, and MGH/Partners policies and procedures
- analyzes training requirements, identifies and fills gap in curriculum and allocates available resources
- must be a self-starter, comfortable with working independently, outlining projects, setting deadlines and being responsible for overall schedule
- can develop and maintain productive, positive relationships with leadership, faculty, instructors and students
- prioritizes and manages multiple projects and bringing them from conception to fruition
- works both independently and within a team
- is proficient with technology