

**SOUTHERN ILLINOIS UNIVERSITY SCHOOL OF MEDICINE
POSITION DESCRIPTION**

for the Period of _____ to _____

NAME:

FLSA STATUS: **Exempt**

TITLE: **Director, Clinical Research Finance & Administration**

DEPT/DIVISION: **Center for Clinical Research**

POSITION FUNCTION

In collaboration with respective leaders, this position combines senior leadership administrative responsibilities to implement and manage the operations and financial structure for the Center for Clinical Research (CCR). The Director, Clinical Research Finance & Administration, is responsible for all financial and administrative aspects of the business cycles for the CCR, and in collaboration with the CCR Director, is responsible for the strategic planning, growth, and sustainability of the Department by setting goals and objectives for the department; managing relationships with all internal and external stakeholders; monitoring, directing, and forecasting Department finances and clinical research revenue and expense allocation; and overseeing staffing requirements and compensation. This position interacts with administrative leaders across most departments, programs, and business units throughout the School of Medicine.

ORGANIZATIONAL RELATIONSHIP

The Director, Clinical Research Finance & Administration reports to the Director, Center for Clinical Research, who reports to the Associate Dean for Research. The incumbent has institutional responsibilities to SIU School of Medicine and SIU Medicine administration and must work collaboratively to perform these functions and business processes.

DUTIES AND RESPONSIBILITIES

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

I. Administration

85%

Center for Clinical Research

- Directs the CCR's Clinical Research Finance and Administration Unit consisting of Research Contracts, Grant Post-Award Financial Management, Clinical Research Billing Compliance, Staff Recruitment and Retention, Clinical Research Marketing and Communications, and Research System Information Technical Support. Ensure that all

aspects of the unit are properly maintained, and provide improvement to processes and policies when needed.

- Develop strategy and manage funding for a complex financial portfolio including operating and capital budgets, external grants and contracts, clinical department funding contributions, hospital affiliation funding, and industry sponsored clinical trial revenue.
- Responsible for projecting and forecasting revenue and expenses for the Department to assure sound financial management and sustainable growth. Provide financial oversight for all internal and external funding.
- Oversee the identification of staffing needs and creation of position descriptions and advertisements; participate in the Department's Search Committee and interview candidates; forecast trends in hiring and productivity by performing market analysis, gathering data and analyzing research position functions, salaries, compensation and work models. Identify ways to remain competitive in an increasingly difficult labor market. Develop strategies to strengthen and monitor Department wide staffing, compensation, and productivity plans to recruit and retain talented faculty and staff of diverse disciplines.
- In collaboration with the CCR Director, responsible for the strategic planning, building, and sustainability of the Department working to achieve regional and national recognition as a leader in clinical research.
- Oversee the activities of CCR Program Directors and their position's efforts to develop and maintain the Department's staff recruitment and retention strategies, and research billing compliance requirements.
- Supervise CCR administrative personnel responsible for the preparation, implementation, oversight, and control of the Department budget; direct the CCR cost recovery unit.
- Serve as unit fiscal officer to ensure the appropriate fiduciary controls and propriety of expenditures.
- Participate in efforts to expand research collaborations with local and regional partners. Negotiate new contracts as requested.
- Serve as liaison to SOM departments and affiliated hospitals, community and regional agencies to resolve issues involving fee schedules, cost sharing, direct and indirect costs, cost recovery, and compliance with University guidelines.
- Serve as a liaison between external funding agencies, industry sponsors and investigators, ensuring compliance with stated regulations and guidelines.
- Oversee new employee onboarding processes.
- Responsible for Department performance evaluation processes; advise supervisors with regard to performance evaluations and disciplinary actions as needed.

Institution

- Develop and direct the study investigator research compensation program. Ensure that all participating investigators are properly compensated for clinical research efforts in accordance with SOM policies.
- Develop and direct the clinical trial research billing unit. Serve as fiscal delegate on all clinical trial studies across the institution and ensure that study related invoices are paid on-time and coded appropriately.

- Develop and direct study patient stipend program and ensure that all patients are compensated quickly, appropriately, and in accordance with SOM guidelines.
- Develop and direct all aspects of Grant Post-Award Financial Management, including industry sponsored clinical trial contract processing. Oversee communications, interactions and negotiations regarding contractual agreements with affiliated hospitals and external agencies, in compliance with University guidelines.

II. Research 5%

- Review CCR grant applications, proposals and budgets to assure appropriate use of staffing and financial resources.
- Review SOM industry sponsored clinical research revenue and expenses; analyze trends.

III. Teaching 5%

- Provide training to support staff as appropriate.
- Provide research advice to SOM Departments and Centers. Teach research finance and financial management system modules as needed.

IV. Service 5%

- Represent the CCR at local, state and national meetings, legislative sessions, and conferences.
- Serve on university, school and departmental committees and advisory boards as assigned.
- Actively participate in Society of Clinical Research Associates (SOCRA) and/or NIH workshops and training opportunities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in business administration, management, or a field related to the position.
2. 5 years of professional-level accounting, managerial, and/or business experience in a health care or academic environment at an administrative level.
3. 3 years of experience supervising the work of professional staff members.
4. 1 year of experience with grants and contracts management.
5. Sensitive to the needs of underrepresented minority populations.

DESIRED QUALIFICATIONS

1. Prefer Master's Degree in related field.
2. Experience in general management of fiscal research operations, clinical research budgeting, including tracking revenue and expenditures.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

Director, Clinical Research Finance & Administration
Center for Clinical Research

Date

Joseph Milbrandt, PhD
Director, Center for Clinical Research

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Director, Clinical Research Finance & Administration**

Position No. (If applicable): _____ Department: **Center for Clinical Research-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling					<input checked="" type="radio"/>
Carrying	Less than 5 lbs.				<input type="radio"/>
Lifting	Less than 5 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Joseph Milbrandt, PhD

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date