

## **Associate Director for Clinical Research Job Description**

Developed by AACI-ADCR Forum

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The Associate Director for Clinical Research (ADCR) is a critical senior member of the cancer center's executive leadership team and will be responsible for fostering efficient and effective clinical research activities across the academic and clinical consortium members of the cancer center. This position sets the direction and continuously works to strengthen the cancer center's overall clinical research efforts and strategy across all oncology-related disciplines. The ADCR should report to and receive regular evaluations from the cancer center director.

The ADCR should have a proven track record in cancer clinical research, including extensive experience in the design and execution of clinical trials from a variety of sponsor types, and excellent communication and interpersonal skills. The estimated time commitment is at least 25-30% effort depending on any additional responsibilities, size of center, timing of CCSG application, and plans for strategic growth or expansion. Stipends or bonuses for meeting or exceeding clinical RVU targets are negotiable.

Primary responsibilities:

- Serves as principal scientific advisor to the cancer center director and other senior leaders in areas of clinical research.
- Represents the cancer center director before internal institutional and external constituencies in the area of the cancer clinical research expertise.
- Provides recommendations on appointments of disease group research leaders, monitors their performance, and serves as the administrative supervisor for those duties.
- Convenes the disease group leadership on a quarterly basis (at least) to establish goals, solicit feedback, and assess performance.
- Works with the clinical research office to prepare and evaluate quarterly reports of clinical trial enrollments and performance metrics per disease group and across the center; monitors metrics such as total enrollments, enrollment per trial, and time to open trials.
- Participates actively in the preparation of the Cancer Center Support Grant (CCSG) application, site visits, and non-competitive renewal application/progress report processes; provides management and scientific input to the components of the CCSG in the area of clinical research, including structure and content, and reviews drafts and final copy to assure coherence and alignment with the cancer center strategies and goals; and prepares specific components of the grant application, as appropriate.
- Contributes to the center's strategic plan as it relates to clinical research activities.
- Works with cancer center marketing and communications teams to promote clinical research offerings to internal and external stakeholders.
- Participates in the preparation and delivery of any External Scientific Advisory Board meetings.
- Responsible for the performance and CCSG compliance of the Scientific Review and Monitoring Committee as well as other clinical research committees and components included in the Clinical Protocol and Monitoring System.

- Responsible for ensuring the cancer center remains in compliance with university, state, and sponsor policies and procedures in areas pertaining to clinical research in collaboration with IRBs and institutional officials.
- Participates in overseeing, identifying, and facilitating the translation of member research into the clinical arena in collaboration with cancer center program leaders. This includes the shepherding of investigator-initiated trials through development and the internal review process as well as successful study completion and result dissemination.
- Identifies and develops relationships with community clinical providers and other stakeholders for the purposes of extending research to understudied communities around the cancer center, in collaboration with the Office of Community Outreach and Engagement.
- Works to improve diversity and inclusion among clinical research faculty and staff.
- Implements clinical research training and education for clinical research trainees, faculty and staff.

Reports to: Cancer Center Director

Direct Reports: Medical Director, Clinical Trials Office  
Disease Group research leaders

Close working relationships: Administrative Director, Clinical Trials Office  
All other Cancer Center Associate Directors and senior leaders  
Hospital/Clinical Practice Service Line Executive Director