

Employer Name: Memorial Sloan Kettering Cancer Center

Position Title: Clinical Research Coordinator

Location: New York City, New York, United States of America

Industry: Healthcare



Job Description:

The Selective Liberal Arts Consortium will hold its NY Recruiting Day in New York on Friday, January 3, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employer's job/internship preferences.

Do you want to be a part of something bigger than yourself? At MSK, we're running one of the largest clinical trials programs for cancer in the country, and at any time we are conducting hundreds of clinical trials to improve cancer care. We are looking for Clinical Research Coordinator (CRC) to join as an integral member of the research team. In this role, and in compliance with all regulatory, institutional, and departmental requirements, you will have ownership of maintenance of data management on clinical studies. If you're looking to expand your horizons and explore your interests in healthcare and medicine, submit your application today.

You Are:

- A good decision-maker, with proven success at making timely decisions that keep the organization moving forward
- Able to hold yourself and others accountable in order to achieve goals and live up to commitments
- An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding
- Resilient in recovering from setbacks and skilled at finding detours around obstacles
- Passionate about medical terminology and science
- You are familiar with and excited about working with and organizing large amounts of data

You Will:

- Collect, abstract, and enter data for research projects, databases and/or protocols (clinical trial) including reviewing patient charts, existing databases, and other sources within a specified time frame
- Ensure data quality and integrity throughout the life of the study.
- Collaborate with team members and individuals across MSK regarding data input
- Generate data reports and deliver to all necessary parties on the progress of research project, database or protocol
- Ensure that we are following all appropriate Institutional, State, and Federal regulations throughout the study, and complete all regulatory documentation to ensure that research protocols are approved by Institutional Review Board
- Provide clerical and administrative support, such as filing and scheduling meetings and appointments as needed

You Have:

- A Bachelor's degree OR a high school diploma and 2 years of research experience
- The ability to commit to at least 2 years

- Effective communication, excellent attention to detail, strong information and time management, and administrative / computer Skills
- Flexibility in your approach and demeanor to align with the shifting demands of evolving circumstances

This application is specifically for students who will be graduating in December 2019/January 2020 and able to start working immediately thereafter.

Contact: Lina Tobierre (646)227-3026

Duration: Permanent

Job Function: Administration, Customer/Technical Support

Employer Description:

At Memorial Sloan Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. By working together and pushing forward with innovation and discovery, we're driving excellence and improving outcomes.

For the 29th year, MSK has been named a top hospital for cancer by U.S. News & World Report. We are proud to be on Becker's Healthcare list as one of the 150 Great Places to Work in Healthcare in 2018, as well as Glassdoor's annual Employees' Choice Awards 2019. We're treating cancer, one patient at a time. Join us and make a difference every day.

Allowed School Years: Senior, Masters, Graduating after January 2020

Allowed Major(s): All majors allowed

Work Authorization: N/A