



POSITION TITLE: STUDY RECRUITMENT MANAGER

Position Summary: The Study Recruitment Manager will develop, implement, and maintain an outreach and recruitment plan to enroll participants into research studies, and oversee participant recruitment programs.

Responsibilities:

- Identify and build relationship with physicians and healthcare professionals in the local New Jersey and New York communities to assist in patient recruitment
- Establish professional relationships with community organizations, charities, local events, etc., that would serve to increase the awareness of the local site in the general population and medical communities.
- Develop advertising and designing written materials; ensure all recruitment materials, programs and processes comply with regulatory standards and SOPs.
- Participate in external client meetings and presentations
- Maintain regular communication with Clinical team in regard to study recruitment strategies, and overall recruitment needs.
- Oversee recruiting team responsible for identifying and scheduling qualified respondents to participate in clinical trials, with a focus on acquisition and retention of volunteers.

Requirements:

- BA/BS in marketing, communications, business administration, or related discipline, or equivalent education and experience.
- Two or more years' experience in a research setting, providing outreach and education on services
- Understanding of marketing and advertising strategies, and familiarity with IRB guidelines related to research study promotional materials with demonstrated experience developing such materials.
- Strong presentation, communication (oral and written), documentation, and negotiation skills.
- Ability to understand and interpret clinical protocols and associated study specifications.
- Work experience or equivalent education demonstrating familiarity with rules and regulations related to confidentiality of health information.
- Proficient in Microsoft Office suite (Word, Excel, and PowerPoint)