

DOM CRE Director of Clinical Research  
Roles and Responsibilities

CRE Goal: Streamline workflows and provide increased clarity of roles/responsibilities

1. Assessing the ongoing needs of the CRE and collaborators (25%)
  2. Leading and implementing strategic planning for the CRE (20%)
  3. Being an institutional resource and contact for the CRE and clinical research administration (20%)
  4. Development of CRE leadership team (20%)
  5. Oversight of CRE processes and projects (15%)
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1. Assessing the ongoing needs of the CRE and collaborators (25%)
    - a. Streamline processes to create efficiency and address barriers to success
    - b. Communicate with collaborators to determine needs
    - c. Ongoing needs assessment
  2. Leading and implementing strategic planning for the CRE (20%)
    - a. Lead workgroups for identification and implementation of improved processes
    - b. Lead future structure and goals of the CRE
  3. Being an institutional resource and contact for the CRE and clinical research administration (20%)
    - a. Problem solve, provide solutions and guidance on issues
    - b. Collaborate with areas on campus to provide additional resources/support
    - c. Participate in university workgroups surrounding research (financial workgroup, training programs, etc)
    - d. Primary contact for leadership of collaborators and potential collaborators
  4. Development of CRE leadership team (20%)
    - a. Lead administration meetings and individual meetings with each leader
    - b. Identify and implement adjusting workflows and processes
    - c. Provide oversight/guidance to leaders
  5. Oversight of CRE processes and projects (15%)
    - a. Proactively identify potential barriers to success in processes and lead implementation teams
    - b. Address any issues escalated to the role and proactively identify and address any potential barriers to success