

Animal Clinical Trial Coordinator at the Ludwig Boltzmann Institute for Hematology and Oncology (LBI HO)

Background and Institute:

The aim of the Ludwig Boltzmann Institute (LBI HO) is to advance diagnosis and therapy in human and animal neoplastic diseases by performing translational and clinical research. Currently, the LBI HO is establishing a network of veterinary clinics to conduct clinical trials in pet animals for development of human and animal drugs. The aim of this network is to help human and animal patients by improving human drug development and providing access to new drugs for pet animal patients.

The LBI HO is embedded in the biggest university hospital in Austria (AKH Wien), located on the campus of the Medical University of Vienna and has a longstanding, strong cooperation with the University of Veterinary Medicine Vienna. Please find further information at: <https://onc.lbg.ac.at/>.

Whom do we seek:

We are looking for a highly motivated and capable person with strong interest in advancing treatments of neoplastic disorders in humans and animals to help establishing and managing a comparative medicine clinical trials consortium. By joining our institute, you will have the opportunity to interact with key players in the field of clinical studies and to be on the forefront of the development of an innovative network tackling challenges in comparative medicine.

Job Responsibilities:

- Planning of clinical studies
 - Supporting the study coordinator sponsor in planning the study
 - Developing effective communication with involved contributors
 - Compiling data on suitable animal patients in local veterinary clinics
- Regulatory and site start-up responsibilities in collaboration with local PIs
 - Providing and collecting documents relevant for site start-up
 - Ensuring compliance with local regulatory guidelines
 - Obtaining, tracking and updating study documentation
- Trial- and site administration
 - Visiting sites and serving as liaison between local study teams and the study coordinator
 - Collecting documents and reports (e.g. safety reports) from local study teams
 - Updating databases and trackers
- Reporting
 - Compiling intermediate and final reports from local PIs
 - Statistical evaluation of findings and preparation of reports
 - Curation of databases
- Financial support
 - Calculating costs for sponsors
 - Preparing and executing payments to the local PIs
 - Writing financial reports for sponsors and funders
- Administrative support
 - Scouting for funding opportunities
 - Assistance in writing funding proposals

Expected qualifications:

- Master in a field relevant to medical clinical research or legal affairs (veterinary medicine, medical sciences, legal studies, statistics, biology, etc.)
- Capability to understand global and regional Clinical Research Guidelines and ability to work within guidelines
- Project management skills
- Excellent skills in office software and understanding the need of meticulous documentation
- Well-developed problem-solving skills
- Excellent English communication skills, both written and spoken

Desired qualifications:

- Due to the specific nature of the field, we particularly encourage applications by veterinarians with experience in small animal clinics or by people experienced in clinical studies
- Skills in Good Clinical Practice and Good Documentation Practice
- Ability to work collaboratively with colleagues and across disciplines
- Experience in data analysis and interpretation, including statistics

What we offer:

The successful candidate will have the opportunity to help establishing an international network of veterinary and pharmaceutical partners and to advance to a managing position within the consortium. As the LBI HO is embedded in a vivid scientific environment supporting translational/clinical research at the Medical University of Vienna, multiple knowledge sources and options for support already exist.

This part-time position (up to 30 hours a week) is covered by master's degree salary according to the guidelines of the FWF equating to 2684.10 EUR for 30 hours per week.

Furthermore, employees of the LBI HO have access to several educational and career-related facilities of the Ludwig Boltzmann Gesellschaft, including our Career Center (<https://cc.lbg.ac.at>).

Application process:

Interested applicants should send: (i) a cover letter containing a very brief motivation letter (0.5 page max), (ii) curriculum vitae, and (iii) the names and contact information of two professional references to Dr. Emir Hadzijusufovic (emir.hadzijusufovic@onc.lbg.ac.at).

Applications for the position are accepted starting as of now.