ALLIANCE
FOUNDATION TRIALS, LLC

125 S. Wacker Drive, Suite 1600 • Chicago, IL 60606
P: 773-702-9171 • F: 312-345-0117
AllianceforClinicalTrialsinOncology.org

Job Description			
Job Title:	**Data Analyst I**	**Job Category:**	Exempt ☒ Non-Exempt ☐
Department/Group:	Clinical Trials Operations	**Reports to:**	Director of Clinical Trials Operations
Location:	Boston	**Travel Required:**	No
Level/Salary Range:	$	**Position Type:**	Full-Time ☒ Part-Time ☐ Contract ☐ Temporary ☐
HR Contact:	Human Resource Director	**Date posted:**	Click here to enter a date.
External posting URL:	Click here to enter text.		
Internal posting URL:	Click here to enter text.		

Alliance Foundation Trials, LLC (AFT) sponsors and conducts high-quality cancer clinical trials funded exclusively by non-NCI (National Cancer Institute) sources. AFT leverages the internationally recognized scientific experts and thought leaders of the Alliance for Clinical Trials in Oncology with its expansive and established network of hospitals, medical centers, and community clinics across the North America.

In May 2014, the Foundation created Alliance Foundation Trials, LLC (AFT), which is a wholly owned subsidiary of the Foundation. It was also created to conduct cancer clinical research and address medical care and treatment through large-scale clinical trials involving various industry-related partners.

Purpose/Scope:

Under the supervision of the Director of Clinical Trials Operations (CTO), the Data Analyst I contributes to the overall organization/study performance and Quality Monitoring and Compliance (QMC) by providing analyses of performance metrics and compilation of data reports from multiple sources.

ROLE AND RESPONSIBILITIES

The essential role of this position(s) will be to capture and record data and provide basic data analyses (summary data, trends, missing data) to the PMs and the Quality Management and Compliance (QMC) department.

- Compile and appropriately format data reports detailing clinical monitoring and follow up activity across studies
- Compile and appropriately format data reports detailing inclusion/ exclusion and protocol deviations, AE/SAE reconciliation by 3rd parties, and safety reporting.
- Develop summary trends analyses for multiple departments based upon data from:
    - Key Performance Indicator (KPI) reports provided by the Statistics and Data Center
    - Site Monitoring reports
    - Medical Monitoring reports
    - Protocol deviation reports

125 S. Wacker Drive, Suite 1600 • Chicago, IL 60606
P: 773-702-9171 • F: 312-345-0117
AllianceforClinicalTrialsinOncology.org

- Clinical Trial Monitoring System (CTMS)

- Working with QMC and CTO Directors, establishes a standard reporting format and processes for report storage and maintenance.
- Working with QMC and CTO Directors, develops documentation of methods and processes used in all analyses.
- Other duties as assigned. These are the basic functions of the position but as a new position we expect that the responsibilities will grow and shift over time.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Intermediate level of training/knowledge of Excel or other comparable software with the proficiency in using Pivot Tables, Formulas, Functions and Formatting
- 1-2 years' experience in clinical trials (e.g., study coordinator, regulatory operations)
- Bachelor's degree and relevant work experience (pharma, biotech, CRO preferred)
- Ability to analyze complex issues to develop relevant and realistic plans, programs and recommendations
- Demonstrated ability to work independently and in a team environment
- Proficiency with MS Office
- Excellent oral and written communication skills, and strong organizational abilities

PREFERRED SKILLS

Click here to enter text.

ADDITIONAL NOTES

[Type any additional notes if needed.]

Reviewed By:	Heather Choukri	Date:	July 11, 2019
Approved By:	Sheilah Hurley	Date:	July 11, 2019
Approved By:	Carter DuFrane	Date:	July 11, 2019
Last Updated By:	Heather Choukri	Date/Time:	July 12, 2019

Employee Name: Date:

Employee Signature: _____