

## Career Opportunity

**CV/Resume Due: November 20, 2020**

**The ACTG is currently accepting applications for the Source Document Specialist position.**

Depending on the applicant, this position can be either remote (employed through the Network Coordinating Center) or housed in a current ACTG clinical research site (funded via a subaward).

Interested candidates should submit a CV/Resume and cover letter to Alexis Sexton, Executive Director of the ACTG Leadership and Operations Center ([asexton@mednet.ucla.edu](mailto:asexton@mednet.ucla.edu)), by November 20, 2020.

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## Source Document Specialist: Qualifications and Responsibilities

The Source Document Specialist must meet the responsibilities listed below. This position will indirectly report to the ACTG Source Documents Special Commission of the Site Management and Clinical Care Committee.

### Position Summary

This position will work with the ACTG Data Management Center (DMC) and protocol teams to develop protocol-specific source documents. The incumbent should be able to identify and anticipate potential discrepancies or redundancies during the protocol development process (i.e., eCRFs should match source for each protocol and not require data to be entered that is not specified in the protocol). The incumbent will participate in various protocol team calls and liaise with resource committees to ensure appropriate and comprehensive development and management of materials.

### Experience

- Required Experience
  - Minimum of 2 years ACTG network experience (such as study coordinator, data management, or study nurse)
    - Experience as a study coordinator and/or experience in data management/data entry
    - Experience working with site-specific and/or protocol-specific source documents
  - Demonstrated familiarity with relationship between protocol, LPC, MOPs, eCRFs
  - Demonstrated familiarity with study monitoring
- Preferred Experience in/as:
  - Field representative with ACTG is preferred; experience developing source documents for another DAIDS-funded network (i.e. HVTN) is also acceptable
  - Data entry into Medidata RAVE
  - Creation and/or editing of source documents
  - Collaborating with study monitors to resolve items and implement corrective actions
  - Protocol development process

### Skills, Knowledge, and Abilities

- Knowledge of laboratory processes and preparation for ACTG study implementation
- Strong word processing skills
- Strong organizational skills to formulate and compete vigorous timelines
- Demonstrated attention to detail

- Demonstrated writing skills to compose documents that are clear, concise, logical, and written with proper syntax and grammar
- Demonstrated verbal communication skills (including public speaking)
- Strong interpersonal skills
- Skill in working independently, following through on work products with minimal direction, and setting priorities that accurately reflect relative importance of projects
- Skill in working as part of a team and collaborating closely with co-workers and faculty on a variety of interdependent projects