

REDCap Clinical Data Administrator

JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, highly motivated and collaborative **REDCap (Remote Data Capture - <https://www.project-redcap.org/>) Clinical Data Administrator** who is truly excited about building great products to support one of our clients at the National Institutes of Health (NIH). As a **REDCap Clinical Data Administrator**, you will oversee the end-to-end delivery of data management and data capture services for our customers' clinical protocols. The **REDCap Clinical Data Administrator** will play a key role in project planning, execution, and protocol close-out, ensure adherence to Good Clinical Practices (GCPs), regulatory guidelines, SOPs, and other customer directed guidelines.

The **REDCap Clinical Data Administrator** will provide technical support as part of a team to develop and maintain clinical research databases.

This is a full-time position based in Rockville, Maryland.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Serve as the primary point of contact for customers on data management deliverables.
- Provide project management expertise working with customer data managers, key decision makers, and internal team members to manage continuous process improvements, issue escalation, workload projections, and provide technical expertise.
- Maintain strong customer relationships.
- Ensure open communications with customers
- Plan and coordinate database design, development, implementation, maintenance, and user support of clinical data management systems.
- Program, test, and document databases in accordance with programming standards and validation procedures.
- Understand and comply with GCP, SOPs, Regulatory requirements, and Good Clinical Data Management Practices.
- Meet objectives as assigned and interact with the project team to organize timelines, responsibilities, and deliverables.
- Work with study teams, sponsors and investigators as needed to develop and implement Case Report Forms (CRFs), electronic, mobile, or paper as required by the customer.
- Develop and maintain good communications and working relationships with internal team members
- Assist in developing and implementing new technologies.
- May assist in testing and evaluating new upgrades to technologies.
- Responsible for support in developing/reviewing Case Report Forms (CRFs)
- Work in the development of Standard Operating Procedures (SOPs) and Best Practice Guidelines
- May be responsible for training customer data management and other team members.
- May be responsible for presentation on various data management related topics at conferences (this includes live presentation, conference calls, web conference meetings as well as posters)

presentations).

QUALIFICATIONS

Education

- Bachelor's or master's in computer science, biomedical science, or STEAM discipline
- Professional certifications in clinical research such as those offered by the Society of Clinical Research Associates (SOCRA) and the Society for Clinical Data Management (SCDM).

Work Experience

- 5+ years' experience working with REDCap™.
 - Building and designing data entry forms (eCRFs) using REDCap's interface.
 - Configuring project settings, user roles, and permissions.
 - Creating and managing studies and surveys.
 - Generating reports and data exports in various formats (e.g., CSV, Excel).
 - Familiarity with REDCap API for data integration and automation.
- Must be legal to work in the United States.
- Prepared to undergo a US Government background check for public trust.
- Fluent and literate in English with demonstrated capacity to communicate using standard office applications such as email, word processing, spreadsheets, and presentations.
- Familiarity with FDA 21 CFR Part 11, GCP, SOPs, Regulatory requirements, SCDM Good Clinical Data Management Practices and FDA Computer Systems Validation/Assurance.

COMPETENCIES

Professionalism:

- Sharp eye for detail.
- Proven ability to manage multiple tasks concurrently and in different phases of work at the same time. Flexibility and adaptability to perform in a fast paced and dynamic environment. Context-switching does not bother you.
- Effectively collaborates and influences people at all levels in the organization through strong interpersonal and communication skills.
- Highly organized with strong time-management skills.
- Ability to manage conflict and drive resolution.
- Focused on results, proactive, service oriented
- Can focus on both high level and detail level, knowing which is appropriate for the situation.
- Ability to self-direct and manage ambiguity.
- Ability to take in a lot of disparate information and find common themes, recommend clear paths forward and iterate.
- Motivated by professional rather than personal concerns.
- Show persistence when faced with difficult problems or challenges.

- Naturally curious about things you don't understand and actively look for opportunities to grow and learn from those around you.

Communication:

- Actively participate in meetings and be willing to advocate for what you believe in. Provide thoughtful, constructive review of others' work, knowing that everyone is working towards the same objective.
- Superior written and verbal communication skills. You can always articulate the "why" behind your solutions.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication.
- Tailor language, tone, style and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.
- Speak intelligently about a wide variety of topics but know when to say, "I don't know."

Teamwork:

- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.
- Support and act in accordance with the final group decision, even when such decisions may not entirely reflect your own position.
- Share credit for team accomplishments and accept joint responsibility for team shortcomings.

Accountability:

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost and quality standards.
- Operate in compliance with organizational regulations and rules.
- Take personal responsibility for your own shortcomings, where applicable.

**If you are interested, please send your resume to
jobs@covalentsolutions.com.**