



Summary below. Details on following pages.

Research Administrator Assistant | RA1

Job # 18095 | [Click here to apply!](#)

Research Administration Contracts & Grants – Pre and Post -Award Research Administrator (Fund Manager) | RA2

Job # 5410 | [Click here to apply!](#)

Senior Research Administrator | RA3

Job # 18418 | [Click here to apply!](#)

CLINICAL RESEARCH/TRIAL OPPORTUNITIES

Clinical Trials Research Administrator | RA2

Job # 18913 | Click here to apply! (*coming soon!*)

Clinical Research Coordinator (CRC) | Clin Rsch Crd

Job # 15721 | Click here to apply! (*coming soon!*)

Clinical Trial Charge Reviewer | Patient Biller 2

Job # 4292 | [Click here to apply!](#)

Research Administrator Assistant | RA1

Job # 18095 | [Click here to apply!](#)

Job Duties

We are seeking a talented Research Administrator Assistant who, under the general direction of the Department leaders and Division Managers, and in concert with other research administrative staff, will be assisting with all pre-award and post-award administration for both intra and extramurally funded research awards for Departmental Principal Investigators.

Salary offers are determined based on various factors including, but not limited to, qualifications, experience, and equity. The full hourly salary range for this position is \$29.26 – \$44.59. Please note that the department's target pay range is \$29.26 – \$31.09.

Job Qualifications

Required:

- Minimum of 1+ years of research administration experience.
- Minimum of 1+ years of financial, clerical, or administrative experience.
- Interpersonal skills to effectively communicate information and establish cooperative working relationships.
- Ability to work as a member of a team.
- Ability to set priorities and complete ongoing tasks with competing deadlines.
- Close attention to detail in a fast-paced, fluctuating workload environment.
- Demonstrated proficiency with Adobe and Microsoft suite software, especially Excel.
- High School Diploma

Preferred:

- Bachelor's degree in finance or related field, or equivalent administration experience.
- Organization skills to create and maintain administrative and financial files effectively.

Research Administration Contracts & Grants – Pre and Post -Award Research Administrator (Fund Manager) | RA2

Job # 5410 | [Click here to apply!](#)

Job Duties

Under the general direction of the Division Administrator, Financial Affairs Manager, and other Department leaders and in concert with other research administrative staff, you will be primary responsible for all phases of pre- and post-award administration for intra/extramurally funded research awards for Departmental Principal Investigators.

Salary offers are determined based on various factors including, but not limited to, qualifications, experience, and equity. UCLA Health hourly salary range for this position is \$34.14 – \$52.01.

Job Qualifications

Required:

- 1-3 years of Financial, clerical or administrative experience
- Interpersonal skills to effectively communicate information in a timely, professional manner and establish and maintain cooperative and effective working relationships with students, staff, faculty, external collaborators, and administration and to work as a member of a team.
- Ability to set priorities and complete ongoing tasks with competing deadlines, with frequent interruptions, to meet the programmatic and financial needs of PIs and the department, while complying with university and funding agency policies and regulations.
- Analytical skills to assess financial information, define problems, formulate logical solutions, develop alternative solutions, make recommendations, and initiate corrective actions.

- Close attention to detail to ensure accuracy in a fast-paced, fluctuating workload environment.
- Organization skills to create and maintain administrative and financial files effectively as well as independently balance the various tasks to ensure deadlines are met.
- Demonstrated proficiency with Adobe and Microsoft suite software, especially Excel, to perform daily tasks efficiently and accurately.

Preferred:

- Bachelor's degree in finance/administration or experience equivalent
- 1-2 years of Research Administration experience

NOTE: May be subject to test in qualifying skills

Senior Research Administrator | RA3

Job # 18418 | [Click here to apply!](#)

Job Duties

Under the general direction of the Department Chair, Chief Administrative Office (CAO), Chief Financial Officer (CFO) and other Department leaders and in concert with other research administrative staff, the Senior Research Administrator will be responsible for all pre-award and post-award administration for intra/extramurally funded research awards for Departmental Principal Investigators (PIs).

Salary offers are determined based on various factors including, but not limited to, qualifications, experience, and equity. The full annual salary range for this position is \$68,800.00 – \$141,000.00. Please note that the department's target annual pay range is \$83,800 – \$131,600.00.

Job Qualifications

Required:

- Interpersonal skills to effectively communicate information in a timely, professional manner.
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders.
- Ability to set priorities and complete ongoing tasks with competing deadlines, with frequent interruptions, to meet programmatic and financial needs.
- Close attention to detail in a fast-paced, fluctuating workload environment.
- Demonstrated proficiency with Adobe and Microsoft suite software, especially Excel.
- Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor's guidelines.
- Demonstrated knowledge of effective grant funding processes, procedures and techniques
- Ability to perform complex financial analysis and customized reporting.

Preferred:

- Strong organization skills, ability to prioritize job functions, and handle multiple tasks simultaneously with multiple proposal submission systems.
- Mathematical skills for the preparation of complex calculations and forecasts and to identify and resolve complicated financial scenarios.

Clinical Trials Research Administrator | RA2

Job # 18913 | [Click here to apply! \(coming soon!\)](#)

Job Duties

Under the general direction of the Department Chair, Chief Administrative Office (CAO), Chief Financial Officer (CFO) and other Department leaders and in concert with other research administrative staff, bear primary responsibility of all pre-award administration for intra/extramurally funded research awards for Departmental Principal Investigators (PIs).

Job Qualifications

Required:

- High School Diploma.
- 3+ years of research administration experience.
- 3+ years of financial, clerical, or administrative experience.
- Interpersonal skills to effectively communicate information and establish cooperative working relationships.
- Ability to work as a member of a team.
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders.
- Ability to set priorities and complete ongoing tasks with competing deadlines.
- Close attention to detail in a fast-paced, fluctuating workload environment.
- Demonstrated proficiency with Adobe and Microsoft suite software, especially Excel.

Preferred:

- Bachelor's Degree in Finance or related field, or equivalent administration experience
- Strong organizational skills to effectively create and maintain administrative and financial files

Clinical Research Coordinator (CRC) | Clin Rsch Crd

Job # 15721 | [Click here to apply!](#) (*coming soon!*)

Job Duties

The Clinical Research Coordinator contributes to the overall operational management of clinical research/trial/study activities from design, set up, conduct, through closeout. In this role, you will be responsible for the implementation of research activities for one or more studies. Perform necessary tasks to manage projects and prioritizes work to meet necessary deadlines. You will be responsible for planning and organizing necessary tasks to ensure adherence to the study protocol and applicable regulations, such as institutional policy and procedures, FDA Code of Federal Regulations (CFR), and ICH Good Clinical Practice (GCP). The Clinical Research Coordinator collaborates with the Principal Investigator (PI), ancillary departments, central research infrastructure teams, sponsors, institutions, and other entities as needed to support the administration of all aspects of studies, including, but not limited to, compliant conduct, financial management, and adequate personnel support.

Salary offers are determined based on various factors including, but not limited to, qualifications, experience, and equity. UCLA Health hourly salary range for this position is \$33.63- \$54.11.

Job Qualifications

Required:

- Bachelor's degree or 1-3 years of previous study coordination or clinical research coordination experience.
- Strong verbal and written communication skills along with strong interpersonal skills to effectively establish rapport, and build collaborate relationships.
- Strong organizational capabilities to organize multiple projects and competing deadlines for efficiency and cost-effectiveness.
- Analytical skills sufficient to work and solve address problems and identify solutions with reasoned judgment.
- Ability to adapt to changing job demands and priorities; work flexible hours to accommodate research deadlines.
- Ability to be flexible in handling work delegated by more than one individual.
- Working knowledge of the clinical research regulatory framework and institutional requirements.
- Mathematical skills sufficient to prepare clinical research budgets, knowledge of math ability and knowledge of clinical trials research budgeting process to assist with the preparation of clinical trial budgets.
- Working knowledge of FDA Code of Federal Regulations (CFR) and ICH Good Clinical Practice (GC) for clinical research.

- Be available to work in more than one environment, travel to meetings, off-site visits, conferences, etc.

Clinical Trial Charge Reviewer | Patient Biller 2

Job # 4292 | [Click here to apply!](#)

Job Duties

The Department of Medicine Clinical Trial Program is seeking a skilled Clinical Trial Charge Reviewer to examine, correct, and consistently update billing information to ensure accurate submission/ mailing of all third party claims, and lab charges; process third party refunds, resolve third party carrier inquiries; prepare and submit weekly/monthly billing reports as requested; identify and resolve unpaid claims.

Salary offers are determined based on various factors including, but not limited to, qualifications, experience, and equity. UCLA Health hourly salary range for this position is \$25.11 – \$33.17.

Job Qualifications

Required:

- A multi-tasked individual with 3 years hands on medical billing experience in a medical practice, clinic or hospital setting.
- Medical terminology, terms and abbreviations; ICD-9, CM and CPT coding rules; the mechanics of HMO's and IPA's and PPO's; Medicare/Medicaid regulations; proper billing methods; applicable fair debt and collection laws; computer functions and applications.
- Serve as clinic advocate; recognize and correct costly billing errors; speak and write effectively; use initiative; create a team environment with co-workers and other staff members; maintain organized and accurate records; employ tact, be persuasive and assertive; establish good communication with clinicians; master coding for better reimbursement, maintain up to date on payer changes and adjust procedures as appropriate; to establish a tracking system to manage unpaid accounts, to use proper telephone technique during non-payment inquiry.
- Assume full responsibility for actions, consistently build goodwill and trust between clinic and third party payers.

Preferred:

- Completion of two years of college.