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Director: Kenneth Kim, M.D.

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## Recruitment Specialist

### Summary:

The role of the Recruitment Specialist is to serve as an integral member of the marketing team by sourcing and recruiting study participants through a variety of means. This person will be responsible for recruiting participants to ensure the fulfillment of every study. The Recruitment Specialist will educate potential participants about up coming studies while maintaining a high level of customer service.

### Work Performed:

- Makes daily reminder calls for participant appointments
- Research and schedule recruiting events
- Responsible for meeting study enrollment and study goals
- Accountable for patient recruitment and managing the enrollment of patients
- Community events as needed
- Perform other related duties incidental to the work described herein

### Education/Training:

- Associate degree; or equivalent combination of education and experience
- Good communication skills (interpersonal, written, verbal)
- Basic computer skills required; especially word processing and spreadsheets.
- Previous research experience is preferred
- Excellent communication skills
- Flexible scheduling
- Positive, outgoing, energetic personality

Effective 11/6/08

Approved by \_\_\_\_\_